

Tennessee Tech University
Name of Department
Course Number-Section and Course Title
Dates, Times, Classroom, Number of Credit Hours, Semester

Instructor Information

[Provide multiple ways to contact you and a timeframe for expected responses. Include your preferred method of contact – office hours, drop-in visits, email, phone, etc.]

Instructor's Name

Office

Telephone Number

Campus Email

Course Information

Prerequisites [if applicable]

Texts and References

[Provide links to textbook materials and rationale for use. When available, use [Open Educational Resources](#).]

Required

References [if applicable]

Course Welcome and Description

[Provide a brief welcome and description of your course.]

Course Objectives/Student Learning Outcomes

[Link course objectives to assignments and assessments.]

Major Teaching Methods

[Include method of delivery—online, hybrid, on-ground]

Special Instructional Platform/Materials [e.g. laptop, etc.]

Topics to be Covered

Topics to be covered...

Topics to be covered...

Topics to be covered...

NOTE: If you need two columns, type your content and then select the content to divide into columns and choose the layout tab above – columns—two. Do not tab over or use spaces, the additional information will be ignored by screen readers.

Course Schedule

[Provide due dates for all assignments and assessments that are specified and reinforced on the course calendar and instructions for submitting assignments on Tennessee Tech’s Learning Management System (iLearn).]

Course Breakdown

[Provide detailed guidance on major course projects and links to exemplar examples if available.]

Grading and Evaluation Procedures

[Provide grading criteria for all major course projects and links to grading rubrics.]

Grading Scale [if applicable]

letter grade	grade range
a	XX-XX
b	XX-XX
c	XX-XX
d	XX-XX
f	xx and below

Course Policies

Student Academic Misconduct Policy

Maintaining high standards of academic integrity in every class at Tennessee Tech is critical to the reputation of Tennessee Tech, its students, alumni, and the employers of Tennessee Tech graduates. The student academic misconduct policy describes the definitions of academic misconduct and policies and procedures for addressing academic misconduct at Tennessee Tech. For details, view Tennessee Tech’s policy 217 – [student academic misconduct at policy central](#).

Attendance Policy

[Provide any additional information regarding your course attendance policy or attendance expectations.]

Class Participation

[Include expectations for interaction, etiquette, grade weighting, timing, and frequency of contributions, etc.]

Assignments and Related Policy

[Include information about late submissions and important details about the assignments. If it is timed, grade weighting, submission location, etc.]

Disability Accommodation

Students with a disability requiring accommodations should contact the accessible education center (AEC). An accommodation request (AR) should be completed as soon as possible, preferably by the end of the first week of the course. The AEC is located in the Roaden University Center, room 112; phone 931-372-6119. For details, view Tennessee Tech's policy 340 – [services for students with disabilities at policy central](#).

Additional Resources

Technical Help

If you are experiencing technical problems, visit the [myTech IT Helpdesk](#) for assistance.

If you are having trouble with one of the instructional technologies (i.e. Zoom, Teams, Qualtrics, Respondus, or any technology listed [here](#)) visit the [Center for Innovation in Teaching and Learning](#) (CITL) website or call 931-372-3675 for assistance.

For accessibility information and statements for our instructional technologies, visit the [CITL's Learner Success Resource page](#).

Tutoring

The university provides free tutoring to all Tennessee Tech students. tutoring is available for any class or subject as well as writing, test prep, study skills, resumes. Appointments are scheduled. Please see the [Learning Center website](#) for more information.

Health and Wellness

Counseling Center

The Counseling Center offers brief, short-term, solution-focused therapeutic interventions for Tennessee Tech University students. The staff of the Counseling Center is available to assist students with their personal and social concerns in hopes of helping them achieve satisfying educational and life experiences. To learn more or schedule an appointment, visit the [Counseling Center website](#).

Health Services

Health Services offers high-quality, affordable care that is accessible and promotes the health and wellness of our Tennessee Tech community. Visit the [Health Services](#) website to learn more.