

Course Syllabus Information Guide

How to Use this Document

The Tennessee Tech Standard Course Syllabus template provides instructors with a ready-to-use syllabus containing all the essential elements and Tennessee Tech policies that can be easily adapted to their course(s). The template includes components that support best practices in course design, delivery, and communication. The template is meant to serve as an outline for instructors to use as they build (develop) their own syllabus for their course(s). The template can be adjusted as needed to suit each course's needs.

Tips and Accessibility

Throughout this document, there are boxes with information to help you develop your syllabus. This information includes tips for course design, formatting, accessibility, and more. To delete these boxes, simply click the upper left-hand corner and press Backspace or Delete.



Tips are suggestions for instructors to consider as they build a syllabus for their course.

For additional course design and syllabus tips, contact the [Center for Innovation in Teaching and Learning \(CITL\)](#) and [schedule a consultation](#).



Accessibility recommendations will appear in boxes with the magnifying glass next to them, like this.

For additional assistance with making sure your course is inaccessible, you can visit the [Accessible Education Center](#) website or [schedule a consultation](#) with the [Center for Innovation in Teaching and Learning \(CITL\)](#).

Tennessee Tech Standard Course Syllabus [Semester Year]

Tennessee Tech University

Name of Department

Course Number-Section and Course Title

Dates, Times, Classroom, Number of Credit Hours, Semester



Formatting is an important element in making your syllabus accessible. The Format option in your Microsoft Word toolbar provides helpful tools such as pre-formatted heading and normal font sizes that can also act as navigation guides for your document. The template is already formatted this way.

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



Consider offering a variety of ways for students to get in contact with you throughout the semester (i.e. virtual office hours through Teams, office hours by appointment, etc.).

Course Information

[The Course Information section of your syllabus should include all information relevant to your course that students may need in order to know which course they are enrolled in. This includes, at minimum, the Course Number, Title, Term, and Year.]



Each section on the template is explained in the [] below the section heading. These explanations can be changed or deleted as needed.

Prerequisites

[if applicable]

Texts and Resources

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

Course Welcome & Description

[The Course Welcome is a brief message welcoming students to the course. It should include, at least, the course name and number, your name, and a brief overview of the course.]



Consider adding a welcome video in your course in Canvas. You can use the Video tool or YuJa to record a brief welcome and introduction video for your students.

Course Objectives/Student Learning Outcomes

[Student learning outcomes/objectives are what you want the student to have learned by the end of the course. Objectives are standards-based and normally written in the format: The learner will (TLW) [action verb] [standard objective] by [assignments, assessments, projects, or other classroom activities].]

- Example: TLW display correct use of punctuation by completing weekly writing assignments.

Major Teaching Methods

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



Canvas can be a helpful tool for all modalities. Canvas can be used to post announcements, turn in assignments, facilitate class discussions, house student grades, store lecture recordings, and more.

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; screen readers will ignore the additional information.]

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 (Canvas).]



For accessibility, use the table feature in Word. Be sure to use the Table tools to mark each row’s header as “Header Row.”

- Example of Course Schedule

Unit/Module	Topic	Activities
Unit 1 Dates Unit is Available Basic Description of Unit(can add learning outcomes to this instead)	Add topic(s) Add Learning Outcomes	Break down of activities for the unit. (ex. Readings, individual assignments, group work, formative and summative assessments, etc.)

- Example 2 of Course Schedule

Week	Topic	Activities
Week 1 Dates Unit is Available Basic Description of Week (can add learning outcomes to this instead)	Add topic(s) Add Learning Outcomes	Break down of activities for the week. (ex. Readings, individual assignments, group work, formative and summative assessments, etc.)

Grading and Evaluation Procedures

[Provide grading criteria for all major course projects and links to grading rubrics that are specified and reinforced within the Gradebook in Tennessee Tech’s Learning Management System (Canvas).]

Grading Scale [if applicable]



For accessibility, use the table feature in Word. Be sure to use the Table tools to mark each row’s header as “Header Row.”

Table 1: Overview of grade range

Letter Grade	Grade Range
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A	XX-XX
B	XX-XX
C	XX-XX
D	XX-XX
F	XX and below

Course Policies

Student Academic Integrity Policy

Students with academic integrity are committed to honesty, ethical behavior, and avoiding violations of academic integrity. All students are required to read and understand Policy 216: Student Academic Integrity. Instructors must clearly communicate what is allowed and not allowed when completing course assignments and tests, and students must ask questions if they do not understand those rules. Instructors cannot deduct points from an assignment/exam for an academic integrity violation without reporting the violation as specified in Policy 216. Please see the Academic Integrity website (<https://www.tntech.edu/provost/academicintegrity/>) for more information.

Attendance Policy

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

Students who are unable to attend class for an extended period of time due to an emergency/extenuating circumstance (i.e., medical illness, hospitalization, death in the family/bereavement, military or legal obligation), may contact the Office of the Vice President for Student Affairs at studentaffairs@tntech.edu to request an absence notification.

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.]

Instructional and Assignment Use of Artificial Intelligence

[Include Generative AI Use syllabus statement from the options listed on the [Center for Innovation in Teaching and Learning website](#) in accordance with [University Policy 220: Instructional and Assignment Use of Artificial Intelligence](#).]

Disability Accommodation

Students with a disability requiring accommodation 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](#) or visit the [AEC website](#).

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, and resume support. Appointments are scheduled, so contact the [Learning Center website](#) for more information.

Counseling and Health Services

Tennessee Tech offers support for student well-being through two key services. The Center for Counseling and Mental Health Wellness provides brief, solution-focused therapy to help students navigate personal and social challenges. Health Services delivers accessible, high-quality, and affordable medical care to promote overall wellness. Visit their respective websites, [Center for Counseling and Mental Health Wellness](#) and [Health Services](#), to learn more or schedule an appointment.

Emergency Preparedness Protocols

Each student must take personal responsibility for following any University protocol related to pandemics, natural disasters, and other public health and safety events. Students are expected to follow all directives published by Tennessee Tech on its [Environmental Health & Safety webpage](#).