

Marshall University Syllabus

College [or School]

[Program]

# Course

[Enter number and title of course, e.g., UNI 101 New Student Seminar]

## Course Description

[Enter course description from the current catalog.]

### Credits

[Enter credits and specify graduate or undergraduate.]

### Prerequisites

[List prerequisites or state “none,” as appropriate.]

## Term/Year

[e.g., Spring 2025]

## Class Meeting Days/Times

[Specify meeting day(s) and time(s). If the class is officially scheduled to meet with multiple cohorts, an attendance schedule should be included.]

## Location

[Specify the class location, e.g. the campus, building, and room.]

## Academic Calendar

For beginning, ending, and add/drop dates, see the [Marshall University Academic Calendar](http://www.marshall.edu/academic-calendar/) (URL: https://www.marshall.edu/academic-calendar/ ).

# Instructor

[Enter instructor’s full name]

## Contact Information

* Office: [Important: Office hours and appointments may be held in person and/or virtually at the instructor’s discretion. If virtual, indicate here the virtual “space” where students can find you (Teams, Teams Chat, etc.) and provide clear instructions about how to access your online office hours].
* Office Hours: [Enter office hours]; or by appointment. [Important: Office hours may be held in person and/or virtually based on the instructor’s discretion and college policy. If virtual, indicate here the regular days/times you will be available online without an appointment].
* Office Phone: [Enter office phone number]
* Marshall Email: [Enter Marshall email address]

# Health and Safety Information

All members of the Marshall University community are expected to always observe health and safety protocols. This includes general health and safety protocols as well as specific protocols that might emerge in response to community and campus health conditions.

***Campus Carry Policy***

University Policy, UPGA-12 (Campus Carry Policy) derives its authority from West Virginia State law, including the Campus Self-defense Act (W. Va. Code § 18B-4-5b). It pertains to the exercise of Concealed Carry on Marshall University’s campus, except in designated areas, by individuals with a valid permit to Conceal Carry.

Individuals who choose to Conceal Carry are responsible for knowing and understanding all applicable federal, state, and local laws and Marshall University Board of Governors Rules, University Policies, and Administrative Procedures. University Policy, UPGA-12 applies to areas of campus and buildings that are directly under the possession or control of Marshall University.

Concealed Handguns are not observable to others and must be holstered and concealed on the body of the permit holder or in a personal carrier, such as a backpack, purse, or other bag that remains under the exclusive and uninterrupted control of the permit holder. This includes wearing the personal carrier with a strap, carrying or holding the personal carrier, or setting the personal carrier next to or within your immediate reach at all times. If your participation in class activities impedes your ability to maintain constant control of your Handgun, please make alternate arrangements prior to coming to class.

***Faculty Office***

NOTICE: University Policy, UPGA-12 (Campus Carry Policy) defines Sole Occupancy Offices as areas that may restrict Concealed Carry. Please be aware that my office is a Sole Occupancy Office and this statement serves as notice that concealed weapons or handguns are not permitted in my office. If you plan to attend a meeting in my office or to drop by my office, secure your weapon or handgun appropriately before you arrive.

**[Note: The section titled “Campus Carry Policy” is required in your syllabus. The section titled "Faculty Office” is optional.** If you want to permit individuals to carry concealed weapons into your office, you should remove this section. If you want to prohibit individuals from carrying concealed weapons into your office, you should retain this section. It serves as notice to your students of your intentions.]

# Required and/or Recommended Texts and Materials

## Required Texts and Materials

[List required texts and/or materials or state none are required.]

## Recommended/Optional Texts and Materials

[List recommended/optional texts and/or materials or delete this section.]

# Course Student Learning Outcomes

The table below shows the following relationships: How each student learning outcome will be practiced and assessed in the course.

| Course student learning outcomes | How students will practice each outcome in this course | How student achievement of each outcome will be assessed in this course |
| --- | --- | --- |
| Students will… [enter an objective/outcome] | [List relevant learning activities here—e.g., group work, discussion, in-class exercises, chapter reviews, low-stakes writing, practice presentations, etc.] | [List assessments—exams, papers, projects, presentations—that will be used to evaluate mastery of this particular outcome]. |
| Students will… [enter an objective/outcome] |  |  |
| Students will… [enter an objective/outcome] |  |  |
| Students will… [enter an objective/outcome] |  |  |

# Course Requirements/Due Dates

[Enter specific course requirements/due dates.]

# Grading Policy

[State your specific grading policy, e.g., grading scale, late work policy, etc.]

# Attendance/Participation Policy

[State attendance and/or participation policy. Be sure that your policy considers Health and Safety related absences.]

# Generative Artificial Intelligence (AI) Policy for Use in the this Course

[State the Generative Artificial Intelligence (AI) policy for students in this course, using one of three templates available at (URL://https://www.marshall.edu/academic-affairs/ai/).

* Option 1 is **Open Use** – Generative AI is permitted/encouraged in the course with proper attribution.
* Option 2 is **Moderate Use** – Generative AI is permitted/encouraged in some ways, with proper attribution, but prohibited in other ways.
* Option 3 is **Prohibited Use** – Generative AI is fully prohibited in the course.

Modify the chosen template as needed.]

# University Policies

By enrolling in this course, you agree to the University Policies. Please read the full text of each policy (listed below) by going to [MU Academic Affairs: University Policies](http://www.marshall.edu/academic-affairs/policies/). (URL: https://www.marshall.edu/academic-affairs/policies/ )

* Academic Dishonesty Policy
* Academic Dismissal Policy
* Academic Forgiveness Policy
* Academic Probation and Suspension Policy
* Affirmative Action Policy
* Pre-Finals Week Policy
* D/F Repeat Rule
* Excused Absence Policy for Undergraduates
* Inclement Weather Policy
* Sexual Harassment Policy- Title IX prohibits the harassment of students based on sex, which includes pregnancy, childbirth, and related conditions. This includes that students will not be penalized for taking medically necessary leave related to pregnancy, childbirth, or related conditions. Marshall’s Title IX Office may be contacted at [TitleIX@marshall.edu](mailto:TitleIX@marshall.edu)
* Students with Disabilities (Policies and Procedures)
* University Computing Services Acceptable Use Policy

# Course Schedule

[Provide the course schedule. You may enter it in the table below or provide it in another format.

| Week [or Lesson, Unit, etc.] | Activity/Assignment | Points  (Percentage) | Due Date |
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# Important Reminders to Instructors for Special Course Attributes

# Detailed instructions for aligning outcomes in Blackboard Ultra can be found at (URL: https://www.marshall.edu/design-center/aligning-outcomes-in-blackboard/)

# Multicultural

# Include the elements of the Baccalaureate Degree Profile’s *Intercultural outcome* on the course syllabus. We suggest traits 1 and 2, but trait 4 may also be appropriate.

# Develop a signature assignment in the Blackboard Ultra Assignment Module.

# Align that assignment to the *Intercultural outcome of the Baccalaureate Degree Profile*

# Require students to submit the final work product (preferably deidentified) for the signature assignment to the Assignment Module of Blackboard Ultra.

# International

# Include traits 3 and 4 of the Baccalaureate Degree Profile’s *Intercultural outcome* on the course syllabus.

# Develop a signature assignment in the Blackboard Ultra Assignment Module.

# Align that assignment to the *Intercultural outcome of the Baccalaureate Degree Profile*

# Require students to submit the final work product (preferably deidentified) for the signature assignment to the Assignment Module of Blackboard Ultra.

# Critial Thinking (CT)

# Include the Baccalaureate Degree Profile’s *Integrative Thinking outcome* and four additional Baccalaureate Degree Profile outcomes on the course syllabus.

# Develop a signature assignment in the Blackboard Ultra Assignment Module.

# Align that assignment to *Integrative Thinking* and at least one additional *Baccalaureate Degree Profile outcome.*

# Require students to submit the final work product (preferably deidentified) for the signature assignment to the Assignment Module of Blackboard Ultra.

# Writing Intensive (WI)

# Include the Baccalaureate Degree Profile’s *Communication Fluency outcome* and at least one additional Baccalaureate Degree Profile outcome on the course syllabus.

# Develop a signature assignment in the Blackboard Ultra Assignment Module.

# Align that assignment to *Communication Fluency* and at least one additional *Baccalaureate Degree Profile outcome.*

# Require students to submit the final work product (preferably deidentified) for the signature assignment to the Assignment Module of Blackboard Ultra.

# Community Based Learning (CBL)

# Include the traits of the Baccalaureate Degree Profile’s *Ethical and Civic Thinking outcome* that are addressed in your course on the course syllabus.

# Develop a signature assignment in the Blackboard Ultra Assignment Module.

# Align that assignment to *the Baccalaureate Degree Profile’s Ethical and Civic Thinking outcome.*

# Require students to submit the final work product (preferably deidentified) for the signature assignment to the Assignment Module of Blackboard Ultra.

# Senior Capstone Courses (Capstone)

# In addition to *Communication Fluency*, indicate which Baccalaureate Degree Profile outcomes are addressed in the students’ capstone projects.

# Develop a signature assignment in the Blackboard Ultra Assignment Module.

# Align that assignment to *the GenEd.Capstone outcome* in Blackboard Ultra*.*

# Require students to submit the final work product (preferably deidentified) for the signature assignment to the Assignment Module of Blackboard Ultra.

# We wish to review the students’ work for proficiency in *Written Communication* and *Critical Thinking*. However, we realize that capstone projects differ by discipline, so it is helpful for you to indicate other *Baccalaureate Degree Profile* outcomes the assignment addresses.