***Appendix A - CHPS SYLLABUS TEMPLATE EXAMPLE***

## XXXX-0000 *Name of course*

###  Instructor Contact Information

[Add Instructor Name]

[Add primary form of contact info]

[Office Hours as applicable]

###  Course Description

[Add course description from CourseLeaf here]

[Is this a GE course?]

[How does the course fulfill GE?]

[Is this required for the major?]

[How does this course help the student to graduate?]

###  Course Outcomes

Upon successful completion of this course, students will be able to:

[Copy the course outcomes from CourseLeaf. If there are not any course outcomes in CourseLeaf, you will need to speak with your program director and/or department chair before development can continue.]

###  Prerequisites and Needed Skills

Course Prerequisites

Technology Expectations [if there are not technology expectations delete this line]

###  Materials, Fees and Technology Tools

Required materials, fees and technology

Optional materials, fees and technology

###

### How This Course Works

#### Course Mode:

[Include the course mode, live classroom, online or hybrid. Give a brief description of what to expect from the mode of delivery.]

#### Description of how course works:

Canvas is where course content, grades, and communications will reside for this course.

[Give a brief description of how the course will work. Here you can describe what students will expect in the course, tips on how to be successful, a heads up on papers and presentations, etc. Ideally, this will help students understand what to expect in the course.]

For this three (3) credit-hour course students should typically expect to spend up to 9+ hours a week completing course activities, though this may vary and some students may require more time. [This must be included in this section. Please modify according to the credit hours of the course]

Atypical elements of the course (gamification, cafeteria, etc.) [if none, remove this line]

Third Party Usage [if needed]

[As needed add policies specific to this course]

#### Student Responsibilities:

* *Start class the first week of the term.*
* *Be accountable by setting aside regular time each week to complete course activities and assignments on time as noted per the due dates.*
* *Learn how to use Canvas including communication tools (e.g. discussion, Canvas inbox, etc.). If you have technology-related problems contact the* [*Service Desk*](https://www.uvu.edu/servicedesk/)*.*
* *Abide by ethical standards. Your work must be your own.*
* *Contact your instructor as early as possible if an emergency arises. Do NOT wait until the last minute to ask for an extension.*

#### Instructor Responsibilities:

* *Respond to emails within ONE business day. If multiple emails are received regarding the same question or concern, they may be responded to with an announcement to the entire class.*
* *Provide timely, meaningful and constructive feedback on assignments.*
* *Facilitate an effective learning experience.*
* *Refer students to appropriate services for issues that are non-course content specific. For instance, technical issue, writing labs, accessibility services, etc.*
* *Mentor students through the course.*

### Grading and Late Work Statement

#### Grading Scale:

The following grading standards will be used in this class:

[Can be Percent or Points]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grade** | **Percent** |  | **Grade** | **Percent** |
| A | 94-100 |  | C | 73-76 |
| A- | 90-93 |  | C- | 70-72 |
| B+ | 87-89 |  | D+ | 67-69 |
| B | 83-86 |  | D | 63-66 |
| B- | 80-82 |  | D- | 60-62 |
| C+ | 77-79 |  | E | 0-59 |

#### Assignment Categories [e.g., Assignments - 10%, Exams - 25%, …]

|  |  |
| --- | --- |
| Activity | [Percent/Point] |
| Assignments |   |
| Discussions |   |
| Quizzes |   |
| Exams |   |
| Presentations |   |

#### Late Work Statement:

### Assignment and Assessment Descriptions

#### Assignments:

[Include descriptions of your assignments.]

#### Discussions:

[Add descriptions for your discussions. The statement below can help with your description. Please update the post date and the end date for your discussions.]

Discussions will be opportunities to explore topics together. Posts to the discussion should add significantly to the conversation and support your point of view. *Comments that do not add significantly to a discussion will receive no credit.* It is okay to disagree in a discussion. In fact much learning happens when we disagree. However we need to be respectful and keep our online classroom a safe place to learn.

Due dates for discussions correspond with the initial post date which is usually a Thursday. Follow up comments are due by Sunday. Follow up posts are expected to be after the due date and are not marked late. Discussions conclude by the Sunday following the due date. After this, posts will be marked late.

#### Assessments:

[Include descriptions of your exams, final papers, presentations etc.]

Exam administration procedures

### Course Schedule

[Include a course schedule for the semester.