# Course Name

CODE: 1234 (CRN: 12345)

Semester 20XX; Start Date – End Date

Course Modality, Meeting Times, and Location (# cr.)

# Contact Information

Professor: Professor Name

Office: Office building and number

Phone: Office phone number

Email: YSU email address

Office Hours: Consider including availability for a variety of access types (in-person, virtual, email).

# Catalog Description

Include the official [course catalog](https://catalog.ysu.edu/) description, including prerequisites (if applicable).

# Course Materials

Include required and optional textbook, software, and all other course materials. Establish the type(s) of technology students will need to be able to fully participate in the course; for example: WebEx, Microsoft Teams, or Zoom videoconferencing platform, webcam (integrated into computer or separate), microphone (integrated into computer, separate, or part of headphones), speakers (integrated into computer or part of headphones). You may also share a link to [computer lab locations](https://ysu.teamdynamix.com/TDClient/2000/Portal/KB/ArticleDet?ID=85115) on campus.

# Course Learning Outcomes/Objectives

YSU is accredited by the Higher Learning Commission (HLC). One criterion for remaining accredited is that YSU maintains “expectations for student learning” (4.A.4). One way this is demonstrated is through the inclusion of course learning outcomes/objectives (LOs) in your syllabus. Include your course LOs.

# General Education, Program, or Degree Learning Outcomes/Objectives

If applicable, include general education, program, or degree LOs. Contact leadership in your program/department/college about any standards or learning objectives that are required for accreditation.

# Attendance Expectations

Link to or state the [YSU Attendance Policy](https://catalog.ysu.edu/undergraduate/general-information/academic-policies-procedures/class-attendance-and-class-absence/) which addresses excused absences for participation in university-sponsored events, government-related activities, religious observances, death of a family member, and documented personal illness. Also review the [Religious Accommodations of Students policy](https://catalog.ysu.edu/undergraduate/general-information/academic-policies-procedures/student-religious-and-spiritual-belief-accommodations/). Be sure to make allowances that meet this Bill.Describe your specific course attendance policy for unexcused absences.

# Assignments/Assessments

List assignments/assessments. Consider connecting the assessment to the course learning outcome it supports. This student-centered practice helps students see purpose in the work they are doing, and its connection to the overarching goals of the course.

# Grading and Grading Scale

Include assignment, points, percentage and final grade scale with point totals. Be sure to indicate whether you are using a weighted or non-weighted grading scale. Consider including the link to the [YSU Grading System](https://catalog.ysu.edu/undergraduate/general-information/academic-policies-procedures/grading-system/), which includes information about grading options, withdrawals, and repetition of courses.

# University Policies

You are welcome to copy and paste [required university policies](https://ysu.edu/institute-teaching-and-learning/university-policies) into your syllabus. However, you may consider using the language below and linking to policies. Linking will allow you to not have to update your syllabus should policies change. **Note: Only link to policies if you are sharing your syllabus in an online format.**

[University policies](https://ysu.edu/institute-teaching-and-learning/university-policies) can be found online and provide you guidance on your rights as a student in this course. The links below take you directly to a specific policy. Should you have any questions about a policy, please do not hesitate to contact me using the information at the top of the syllabus.

* [Statement of Non-Discrimination from the University](https://ysu.edu/institute-teaching-and-learning/syllabus-university-policies#complain:~:text=statement%20of%20non-discrimination%20from%20the%20university)
* [Academic Integrity/Honesty](https://ysu.edu/institute-teaching-and-learning/syllabus-university-policies#complain:~:text=academic%20integrity%2Fhonesty)
* [Student Accessibility](https://ysu.edu/institute-teaching-and-learning/syllabus-university-policies#complain:~:text=student%20accessibility)
* [Incomplete Grade Policy](https://ysu.edu/institute-teaching-and-learning/syllabus-university-policies#complain:~:text=incomplete%20grade%20policy)
* [YSU Class Attendance Policy](https://catalog.ysu.edu/undergraduate/general-information/academic-policies-procedures/class-attendance-and-class-absence/)
* [Religious Accommodation of Students](https://catalog.ysu.edu/undergraduate/general-information/academic-policies-procedures/student-religious-and-spiritual-belief-accommodations/)