



SYLLABUS

COURSE NUMBER:

COURSE NAME:

SEMESTER:

Syllabus Flexibility Statement

This is optional. Recommended statement:

While I've done my best to plan the semester thoughtfully, there may be times when adjustments to the syllabus are necessary. If changes do occur, I'll communicate them clearly and promptly. Any updates will be made with your success in mind, and every effort will be made to avoid changes that may potentially penalize students. Please inform me if any changes negatively impact your ability to succeed.

Instructor Information

Instructor	
Email	
Office	
Office Hours	
Phone	
Preferred Method of Contact	

Course Information

Meeting Location	
Meeting Days	
Meeting Time	
Modality	

Course Description

Include course description, any prerequisites, and number of credit hours

This must match the description in Joe'SS!*

NOTE: You can add additional course description information that better matches what you will be teaching. Other information for this section: Common Exam times, expectations of time spent outside of class time.

Course Goals

(3-5 student outcomes at the conclusion of the course) What will your students take away from the course - even 5 years after the course ended?

At the end of this course students will:

1. outcome
2. outcome
3. outcome

Course Materials

- Supplies
- Textbook/ebook/Subscription
- Other resources: software, tools, equipment, kit
- Supplemental material

Generative AI Policy

CHOOSE ONE – delete unused images:

- *GREEN - GAI tools may be used to augment your learning process, not replace it*
- *YELLOW - GAI tools may only be used under the guidance of the instructor for specific assignments and in a particular manner*
- *RED - No use of GAI is acceptable for use on any graded class activity. Use of GAI may result in a zero for the assignment.*



GAI tools may only be used under the guidance of the instructor for specific assignments and in a particular manner.

When GAI is allowed you must verify and cite all claims and information appropriately. GAI are known to hallucinate. Do not blindly trust the information an AI generates. You must also not adopt generated content without reflection and revision to make it your work.



No use of GAI is acceptable for use on any graded class activity. Use of GAI may result in a zero for the assignment.

Generative AI Course Policy

Use this space to explain your GAI course policy if needed. This is especially useful and recommended if you use the Yellow GAI policy.

Course Policies

Use this section to list and explain policies for your course. Possibilities:

- *Attendance Expectations*
- *Participation Expectations*
- *Classroom Expectations*
- *Assignment Expectations (due dates, missing work, make-ups, extra credit)*
- *Group or Teamwork Expectations*
- *Group study allowed*

Communication Expectations

This section allows you to enter information about:

- *Your communication preferences*
- *How soon can students expect a response to questions*
- *How soon can students expect to wait for feedback on assignments*

Contingency Information

Instructor's Absence

Explain how the course will continue in the event of an instructor emergency or absence.

Student Absence

Provide students with guidance on how they can reach out if THEY have an unexpected situation (illness, injury, death in the family, etc.).

Departmental Contact

Information on who the student should contact if they have an issue.

First point of contact for questions, issues, and concerns is the instructor of your course.

If you have a situation that you cannot resolve through discussion with the instructor, you may contact the department chair:

NAME:

TITLE:

EMAIL:

Course Schedule

Students appreciate a schedule of when assignments are due and when topics will be taught.

This can be a general schedule of the main projects, units, and exams. It can also be a detailed list of due dates. NOTE: This list can be automatically provided by Canvas or Simple Syllabus.

Grading Policies

Add your evaluation and grading policies here. You may also choose to keep a table below that best fits your grading scale. How will students hand in work? Online or paper? What is your policy on late work?

Grading Scale Information

What is the grading scale for the overall course? Do you use weighted grades or a total amount of points. You may wish to make a statement about point rounding for the final course grade.

Letter Grade	Points
A	90 – 100 points
B	80 – 89 points
C	70 – 79 points
D	60 – 69 points

F	59 and below
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Assignment	Percentage of Grade
Assignment 1	0%
Assignment 2	0%
Assignment 3	0%
Assignment 4	0%
Total	100%

Example of rounding statement:

*The grade scale is a guideline. "I may round up at my discretion. Rounding is not guaranteed."
OR "I do not round up, for example 79.8 is a C."*

STUDENT ASSISTANCE, RESOURCES & UNIVERSITY POLICIES

Up-to-date information about student assistance, resources, and university policies can be found at: [Syllabus Information – Academic Achievement and Enrichment | Missouri S&T](#)

Some of the information contained in this document is:

- Academic Dishonesty & Integrity Policies
- Student Resources
 - Educational & Tutoring
 - Respiratory & Other Illness Policy
 - Health & Well-Being
 - Other Support Services
- Missouri S&T and UM System Policies

Emergency Info

[Campus Police Emergency Quick Reference](#)

If you or anyone in your class is in danger, remain calm and call 911.