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## Course syllabus template spring 2021

### Abstract

Course syllabus template spring 2021

### Keywords

Syllabus, template



# KEAN

## Office of Academic Affairs

### Course Syllabus Template

*(specific instructions for faculty are in italics)*

#### Course Information

Course Title:

Course Number and Section:

Semester: **Spring 2021**

Course Meeting Days/Times:

Instructor Name:

Office Hours: *(adjuncts should provide program/department office contact information)*

Phone: *(adjuncts should provide program/department office phone)*

Kean Email: @kean.edu

Course Description: *(catalog description here)*

Pre-requisite/program: *(any prerequisites or co-requisites, including test scores here, or indicate how this course fits into a program or degree)* Students without prerequisite(s) must withdraw from the class.

Course Student Learning Outcomes: These are the specific outcomes for the course that are aligned with the Program's Assessment Plan. *Course Objectives can be copied to your syllabus from the course outlines. Please ask your program's Coordinator, Executive Director, or Chair to provide you with the Program Assessment Plan and the course outline of the course you are preparing to teach.*

*For Example:*

*At the completion of the course students will demonstrate the ability to:*

- 1. Analyze the dynamics of the classroom and school setting and inform instructional practices and decisions to increase academic achievement of K-12 students.*

### Instructional Method

For more information about this course and for course materials go to <http://blackboard.kean.edu>

*Instructors, please note other tools (i.e. Blackboard Collaborate, Connect from McGraw-Hill, MyLabs from Cengage, Zoom for Healthcare, etc.) may be used within the Blackboard course shell.*

### Textbook & Materials

Textbook Title:

ISBN:

Publisher:

Materials *(Distinguish between required readings and recommended/supporting materials.)*

### Open Educational Resources

For more information, please see the Nancy Thompson Library Learning Commons:

<http://libguides.kean.edu/OER>

### Topics and Assignments (Major Topics/themes and readings and assignments that are due each week.)

Unit Number and Title	Readings/Resources	Learning Activities/Point Values
<i>Examples:</i> <ul style="list-style-type: none"><li>• Unit 1/Introduction</li></ul>	<i>Examples:</i> <ul style="list-style-type: none"><li>• Chapters 1 and 2</li><li>• OER Link</li></ul>	<i>Examples:</i> <ul style="list-style-type: none"><li>• Assignment X Points</li><li>• Quiz X Points</li><li>• Discussion X Points</li><li>• Exam X Points</li><li>• Other: X Points</li></ul>
Unit 1		
		1000 Total Points Recommended

### Important Dates

For important dates, please consult the Academic Calendar via the following link:

<https://www.kean.edu/offices/registrar-office/academic-calendar>

## Technical Requirements

1. In order for your Blackboard course to function correctly, you will need to disable pop-ups on your Internet browser.
2. Make sure you have Microsoft Office installed on your computer. You may be eligible for a free MS Office Software Student Edition. You are required to create an account and provide a valid Kean University ID to obtain access to the software applications. To start the application process, go to the [Office 365 Education website](#).
3. Download the latest versions of the following:
  - Adobe Acrobat Reader
  - Adobe Flash Player
  - Java JRE

## Assessment:

*Describe the **assessments** that will be used to evaluate student learning with respect to the course objectives and how these assessments are weighted in determining the final grade. These may include quizzes, tests, exams, papers, projects, participation, performances/products, in-class exercise such as group work, discussion, simulations or labs. Inclusion of an explicit Grading Scale is optimal.*

**For GE courses**, General Education Student Learning Outcomes (SLOs) need to be assessed. Please refer to your course outline and/or the School of General Studies to see which SLO(s) pertain to your course. The GE SLOs are:

1. **Transdisciplinarity**: The ability to integrate knowledge and methods from different fields to address historical or contemporary questions.
2. **Critical Thinking**: The ability to utilize reflective analysis to draw informed conclusions.
3. **Quantitative Literacy**: The ability to utilize numerical data accurately and effectively to address real world problems.
4. **Communication Literacies**: The ability to speak and write effectively to convey and make an evidence-based argument.
5. **Information and Technology Literacy**: The ability to utilize information and communications technology critically and effectively in a rapidly changing world.
6. **Active Citizenship**: A commitment to lifelong civic engagement at a local, national and/or global level.
7. **Ethical Judgment and Integrity**: The ability to draw reasonable conclusions from ethical questions to guide personal conduct.
8. **Diversity**: A commitment to promote inclusivity in a diverse world.

For further information on General Education Student Learning Outcomes, see

<https://www.kean.edu/academics/college-liberal-arts/school-general-studies/general-education-program-assessment>

**Academic Early Alert** information will be provided to students by the instructor via KeanWise. Please see the 2020-2021 Undergraduate or Graduate Catalog for more information.

## **Policies**

*Provide Course Policies, if necessary, such as participation, etc. in addition to the following:*

### Class Recordings (Live Sessions/Collaborate)

In this class software may be used to record live class discussions. As a student in this class, your participation in live class discussions will be recorded. These recordings will be made available only to students enrolled in the class, to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented. All recordings will become unavailable to students in the class when the course is closed.

Students are not permitted to record (or download) the course experience. If a recording of the course is required for accommodation purposes students must make those arrangements with the Office of Accessibility Services. Students found to have recorded (or downloaded) course experiences without authorization are subject to review by the Office of Student Conduct and Community Standards.

### Privacy Statement

Assuring privacy among faculty and students engaged in online instructional activities helps promote open and robust conversations and mitigates concerns that comments made within the context of the class will be shared beyond the classroom. As such, recordings of instructional activities occurring in online classes may be used solely for internal class purposes by the faculty member and students registered for the course, and only during the period in which the course is offered.

*Provide the following University Policies and Links: (This material can be copied and pasted into your syllabus)*

## **Important University Policies and Information**

All students and faculty should familiarize themselves with the **Cougar Restart Guide** which includes important virtual resources for students by Kean University via the following link:

<https://www.kean.edu/coronavirus-information/resources-current-prospective-students>

Students are responsible to review and understand the *University Academic Integrity Policy* available via the following link: <https://www.kean.edu/academic-integrity>

*Instructors must indicate on the syllabus and/or individual assignment if the use of Kean University academic support services ([Tutoring and/or Writing Center](#)) is permitted for take home assignments/exams.*

Students should review the *Student Code of Conduct*, as it discusses expectations of appropriate conduct in the classroom:

<https://www.kean.edu/offices/community-standards-and-student-conduct/student-code-conduct>

Students are strongly encouraged to register for the University's emergency notification system

(<http://www.kean.edu/campusalert>) in order to be informed of campus emergencies, weather notices, and other announcements. Kean Ocean students would sign up via the following link:  
<https://ocean.sendwordnow.com/LicensePage.aspx>

All students must have a valid Kean email account. For those who do not already have one, forms are available on-line at <https://www.kean.edu/offices/computer-and-information-services/ocis-forms> click on E-mail Account Request Form.

### **Diversity & Non-Discrimination Statement**

Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond. Kean adheres to the [New Jersey State Policy Prohibiting Discrimination in the Workplace](#); for more information on Kean's non-discrimination policy and procedures, and protected categories under the policy, please visit: <https://www.kean.edu/offices/affirmative-action>.

### **Americans with Disabilities Statement**

Students with documented disabilities who may need instructional accommodations or special arrangements in the event of an evacuation should notify the instructor as soon as possible and no later than the second week of the term. Students may also contact The Office of Accessibility Services by phone at (908) 291-3137 or email [accessibilityservices@kean.edu](mailto:accessibilityservices@kean.edu) to discuss special needs, accommodations and arrangements.

### **Title IX**

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in education programs or activities. Sexual harassment in any form will not be tolerated at Kean University. Sexual harassment by students should be reported to the Office of Affirmative Action Programs, Office of the Vice President for Student Affairs or the Office of Community Standards and Student Conduct immediately. Information about the University's Sexual Misconduct Policy may be found at the following: <https://www.kean.edu/offices/policies/sexual-misconduct-policy>.