**Syllabus Template - Updated May 16, 2025** [highlights and \*\* indicate recent changes]

[To instructors: This template outlines the required sections and contents of an effective course syllabus and provides recommendations and resources for developing a learner-centered syllabus. These guidelines are intended to help ensure that syllabi meet [Higher Learning Commission](https://www.hlcommission.org/Policies/criteria-and-core-components.html) (HLC) policies and Federal Compliance components. **The syllabus and course schedule should be distributed to students by the first day of class and be available on Blackboard to students throughout the semester**.]

# **Course Number & Name**

**Syllabus for <Semester and Year>**

**Instructor Information** [Required]

Name

Contact information: Email, phone number, office location, etc.

Student drop-in hours (Office hours)

**Course Information** [Required]

Credit Hours

Meeting Time(s) and Location(s) [as applicable]

Pre-requisite and/or Co-requisite Courses [as applicable]

Course Mode [Add per HLC. Ex: in-person, hybrid, online synchronous, online asynchronous.]

**Welcome Statement - About This Course** [Recommended]

* A brief description, written to the students in a conversational tone, to get students excited about the course and help them feel “invited” into the learning experience this semester.
* Consider answering the following: How will taking the course prepare students for future learning and/or professional work? How will the learning they will engage in during this course connect to their lives outside of the course?
* Course format, student learning methods used, and how students will benefit from them.
* See [this example of a welcome statement](https://docs.google.com/document/d/1LHCyCeUSNi-XhMs12oKXhMvzyAGHyeaxr_sTsEdMmu4/edit) that conveys the above points clearly and warmly.
* Here are examples of the instructor communicating they have a “growth mindset” rather than a “fixed mindset” about their students’ abilities.

**Course Description** [Required]

[Copy the description from the USI [Bulletin](https://bulletin.usi.edu/).]

**Course Learning Outcomes** [Required]

By the end of this course, you will be able to:

1. [Describe specific, measurable learning outcomes that students should be able to attain or do by engaging in the course.
2. Start with a measurable, action verb from [Bloom’s Taxonomy](https://www.celt.iastate.edu/teaching/effective-teaching-practices/revised-blooms-taxonomy/) - not “understand” or “know”.]

**Program Learning Outcomes** [Required, as applicable]

[Program Outcomes/Goals - Add per HLC]

**Textbook and/or Course Materials** [Required]

**Course Policies and Expectations** [Recommended, as applicable]

[Example information includes:

* In-class or online policies (e.g., discussions, participation, professionalism, civility, behavior)
* Class participation, attendance, absence, and tardiness policies
* Mobile/electronic devices policy
* Communication methods (e.g., USI email, Blackboard) and expectations
* Policies and procedures specific to online, hybrid, laboratory, studio, field, or clinical courses
* Safety or ethical requirements, procedures, and policies]

**Grading, Assignments, Exam, and Related Policies** [Required]

[Example information includes:

* Grading criteria, grading scale, and evaluation of student learning. This includes weighting and anticipated number of assignments and exams, and articulation of expectations.
* Submission policies and procedures, including the time and time zone.
* Policies on late assignments, exams, makeup, resubmissions, and/or re-grading
* Definitions or examples of what is cheating for this course, including permissible and impermissible behaviors. Describe possible sanctions for the levels of violation.
* Policies on generative AI specific to this course (see examples below)]

**AI Tools Use in This Course** [Recommended. Updated April 2025]

Artificial intelligence (AI) tools that generate text, images, audio, code, and more are widely available. If you submit work containing any content generated by AI when not explicitly allowed and not in a way directed by me, the instructor, then this will be considered academic dishonesty and a violation of USI’s academic integrity policy. If you are not sure about what may be academic dishonesty or plagiarism and what is acceptable use in this course and on specific assignments, please contact me to discuss.

[Example 1, as applicable] **Generative AI use is prohibited**.

You are not permitted to use AI tools that generate content (such as ChatGPT, Copilot, Claude, Gemini, Perplexity) for work done for this class. Writing, analytical, and critical thinking skills are part of your learning outcomes in this course; therefore, all writing assignments should be prepared by you, the student. Content created by generative AI tools may not be considered your own original work.  
This course assumes that work submitted by students (all process work, drafts, final versions, and all other submissions) will be generated by the students themselves, working individually or in groups (as directed).

[Example 2, as applicable] **Generative** **AI use only with prior permission or direction by the instructor**.

In general, the use of AI tools that generate content (such as ChatGPT, Copilot, Claude, Gemini, Perplexity) is not permitted for work done for this class, except for specific assignments that I have identified and given specific guidelines for appropriate use of AI tools.  
All work submitted in this course must be your own. Contributions from anyone or anything else (including generative AI tools, when permitted) must be properly quoted, cited, or attributed every time they are used. When permitted for use in specific assignments, you must clearly identify the use of generative AI tools in your submission, including which AI tool was used and what part was AI generated.

**Additional Course Information** [Recommended]

* [[Tips to students](https://collegetransitioncollaborative.org/syllabus-review-guide/) on how to be successful in the course, including using course resources, recommended tips for assignments and assessments, and student drop-in hours (office hours)]

**Student Resources** [Recommended, examples are below, with updated weblinks]

* [Academic Success Center](https://www.usi.edu/university-division/academic-success-center) and [Writers’ Room](https://www.usi.edu/university-division/academic-success-center/tutoring/tutoring-schedules/the-writers-room)
* [Rice Library](https://www.usi.edu/library/) and [IT](https://www.usi.edu/it)
* [University Health Center](https://www.usi.edu/health-center/)
* [[Counseling and Psychological Services](https://www.usi.edu/counseling-and-psychological-services) (CAPS)](https://www.usi.edu/counselingcenter)

**Course Materials Sharing and Recordings** [Recommended. \*\*Updated Aug 2024]

USI seeks to protect the integrity of what transpires during class sessions among students and instructor, any course materials prepared by the instructor, and the privacy of students and faculty.

**Course Materials Sharing** [If applicable, example language below]

My lectures and course materials, including presentations, tests, exams, outlines, recordings/streaming, and similar materials, are protected by copyright. I am the exclusive owner of copyright in those materials I create. I encourage you to take notes and make copies of course materials for your own educational use. However, you may not, nor may you knowingly allow others to reproduce or distribute lecture notes and course materials publicly without my express written consent. This includes providing materials to commercial course material suppliers such as Course Hero, Chegg, and other similar services. Students who publicly distribute or display or help others publicly distribute or display copies or modified copies of an instructor's course materials may be in violation of The [Student Rights and Responsibilities: Code of Student Behavior](https://www.usi.edu/student-policy). Similarly, you own copyright in your original papers and exam essays. If I am interested in posting your answers or papers on the course web site, I will request your written permission.

**Recording Class Sessions** [If applicable, see additional options in the comments]

You are not permitted to record (audio or video) of any class activity, except in cases when the student has an approved accommodation from [Disability Resources](https://www.usi.edu/disability-resources) permitting the recording of class sessions for the student’s personal educational purposes. In such cases, the accommodation letter must be presented to the instructor in advance of any recording being done, and all students in the course will be notified whenever recording will be taking place. You may not copy, publish, post, or redistribute audio or video recordings with anyone not in this class. Doing so would be a breach of the Code of Student Behavior, and, in some cases, a violation of the Federal Education Rights and Privacy Act (FERPA) and copyright laws.

**Online/Remote Proctoring** [Recommended - if applicable. Updates expected in Summer 2025.]

Online exams and quizzes within this course require online proctoring. Therefore, you will be required to have a webcam (USB or internal) with a microphone when taking an exam or quiz. Use the [Google Chrome browser](https://www.google.com/chrome/downloads/) or [Microsoft Edge web browser](https://www.microsoft.com/en-us/edge), and download the [Proctorio Extension](https://getproctorio.com/).

* If you need privacy or a stable internet connection, Rice Library offers space with a computer for taking your proctored tests. There are rooms available during the Library’s open hours on a first-come, first-served basis. You can reserve a room online up to 30 days in advance using the [booking calendar](https://usi.libguides.com/appointments).
* Please view additional information on the [Online Course Support Resources](https://www.usi.edu/online-and-adult-learning/online-and-adult-learning-student-support-resources/online-course-support-resources) webpage.
* Proctorio offers 24/7 support is available by email at [support@proctorio.com](mailto:support@proctorio.com) and chat through Proctorio Extension.

**Safety: Emergency Evacuation and Shelter-in-place Instructions** [Recommended - if applicable.\*\*Added August 2023. Please read the guidance for instructors.]

If there is an emergency or hazard, you may need to either [evacuate the building](https://www.usi.edu/emergency/emergency-procedures/fire-and-building-evacuation) or [shelter-in-place](https://www.usi.edu/emergency/emergency-procedures/shelter-in-place).

* [Maps](https://www.usi.edu/facilities/campus-maps-and-floor-plans) for the evacuation or shelter-in-place may be found next to each elevator in a campus building or other prominent places.
* You are in the [Add building name], Room [Add room number] for this class. The quickest evacuation exit from this classroom is [list the nearest stairway or door to exit].
* The nearest shelter-in-place location for this classroom is [Location].
* Set up your [Rave Alerts](https://www.usi.edu/public-safety/campus-alerts-and-messaging) and be familiar with the [USI Emergency Procedures](https://www.usi.edu/emergency/emergency-procedures)
* Contact **USI Public Safety Emergency** at **812-492-7777**, [www.usi.edu/public-safety](https://www.usi.edu/public-safety)

**Safety: Medical Emergency - Automated External Defibrillators (AED)** [Recommended - if applicable. \*\*Added April 2025]

Automated External Defibrillators (AEDs) are life-saving devices used during sudden cardiac arrest to restore a normal heart rhythm. AEDs are strategically placed in campus buildings to ensure quick access during medical emergencies.

Indications for use:

* Use an AED when a person is unresponsive and not breathing.
* AEDs are intended for individuals showing signs of sudden cardiac arrest.
* Call **911** and notify **USI Public Safety emergency** at **812-492-7777** if administering AED assistance.

AED Locations on campus:

* The closest AED location to this classroom is [list the nearest AED].
* View the [map of AEDs on campus](https://www.usi.edu/media/5eupdwoe/aed-maps.pdf) and [medical emergencies information](https://www.usi.edu/emergency/emergency-procedures/medical-emergencies).

**Additional Course/University Policies and Information (Syllabus Statements**) [Required.   
\*\*Updated May 2025. The Syllabus Statements webpage includes current information for students and instructors regarding course/university policies. This eliminates the need to copy the syllabus statements (policies) for the topics listed below. Instead, include the following text in your syllabus.]

Please become familiar with the policies and guidance on the following topics by reading the [Course and University Policies (Syllabus Statements)](https://www.usi.edu/provost/faculty-resources/syllabus-statements). This link to University Policies also is in Blackboard.

* Academic Continuity
* Academic Integrity
* AI Tools Use
* Civility and Inclusion
* Course Materials Sharing and Recording
* Disability Accommodations
* Mental Health Resources: Counseling and Psychological Services (CAPS)
* ~~Proctorio~~ Online/Remote Proctoring
* Safety: Emergency Evacuation and Shelter-in-place Instructions
* Safety – Medical Emergency: Automated External Defibrillators (AED)
* Student Basic Needs
* Title IX - Sexual Misconduct

**Syllabus Change Policy** [Required. Suggested wording is provided here.] This syllabus is a guide to the course and is subject to change with reasonable advanced notice as course needs arise.

**Course Outline and Schedule** [Required]

[Add Course topics/activities and dates, assignment due dates, assessment/exam dates, and other key dates. Note: Engaged Learning Day (formerly Assessment Day) on the fall and spring [academic calendar](https://www.usi.edu/registrar/academic-calendar) – no classes are held on these days.]

**Resources for Developing an Effective Syllabus** [For instructor’s use.]

[Syllabus Review Guide](https://collegetransitioncollaborative.org/syllabus-review-guide/). Student Experience Project (SEP). [A step-by-step guide for syllabus development or revision for creating a course that promotes equity, belonging, and growth for all students.]

[Creating a Warmer and More Inclusive Syllabus](https://blogs.iu.edu/citl/2023/08/01/creating-a-warmer-and-more-inclusive-syllabus/). Indiana University (2023). [This article offers guidance to make your syllabus accessible, communicate your expectations, & acknowledge hidden curriculum.]

[Tips Round-up: Syllabi](https://higheredpraxis.substack.com/p/tips-round-up-syllabi). Bayraktar, B. (2022). [Creating an engaging and student-centered syllabus.]

[The Syllabus from a Student Perspective](http://www.thetattooedprof.com/wp-content/uploads/2019/09/The-Syllabus-from-a-student-perspective.pdf). Gannon, K. (2019)  
[This checklist helps guides the specific information that answers questions relevant to your students. Consider presenting some of this content as a FAQ or Q&A.]

[How to Create a Syllabus](https://www.chronicle.com/interactives/advice-syllabus). Gannon, K. (2019). The Chronicle of Higher Education.  
[This interactive guide and 3-part series takes a faculty perspective on developing our course syllabus while considering how to make the syllabus an entry point and invitation to the course for our students.]

[AI Tools and Teaching Guidance](https://www.usi.edu/cetl/teaching-and-learning/ai-tools-and-teaching). USI CETL.

**Accessibility Considerations**

[UDL Syllabus](http://udloncampus.cast.org/page/planning_syllabus). UDL On Campus, CAST. [This webpage offers guidance for developing the syllabus elements while considering University Design for Learning (UDL).]

[Creating Accessible Documents](https://www.washington.edu/accessibility/documents/). University of Washington.  
[This website offers helpful tips for creating accessible documents from common applications.]

[Course Workload Estimator](https://cte.rice.edu/workload/). Rice University [This tool estimates a student's out of class hours/week based on the planned reading, assignments, and assessments.]

**Developing Course Objectives and Outcomes**

[Course Objectives & Learning Outcomes](https://resources.depaul.edu/teaching-commons/teaching-guides/course-design/Pages/course-objectives-learning-outcomes.aspx). DePaul University Teaching Commons.  
[This webpage guides you through writing outcomes and provides helpful examples.]

[Revised Bloom’s Taxonomy](https://www.celt.iastate.edu/teaching/effective-teaching-practices/revised-blooms-taxonomy/). Iowa State University Center for Excellence in Learning and Teaching   
[This is a helpful guide with examples of using Bloom’s taxonomy.]

[Writing Learning Intended Outcomes](https://poorvucenter.yale.edu/IntendedLearningOutcomes). Yale Poorvu Center for Teaching and Learning   
[This webpage provides guidance and examples on writing course learning outcomes.]

[Tip: Writing Learning Outcomes](https://higheredpraxis.substack.com/p/tip-writing-learning-outcomes). Bayraktar, B. (2021).   
[Simple explanations and tips on writing outcomes: "What do students need to know and be able to do at the end of the course?" This is part of a [Backward Design](https://higheredpraxis.substack.com/p/tip-planning-by-design) series.]