

# Course Syllabus Course Number and Name

## Faculty Information

Instructor Name:

Office Location:

Virtual Office Hours for Students:

Phone:

Email:

Online Contact (Teams or Zoom link):

## Course Information

Course Number:

Course Title:

Credits:

Course Delivery:

Add a description of the course delivery here. For example, describe if the course is a face-to-face, online synchronously or asynchronously, fully online asynchronous. If this course has synchronous sessions or is a hybrid/blended you should provide a calendar in the syllabus and in D2L with specific date, time, length of online sessions, technology used, ZOOM or TEAMS links, and the session objectives and any preparation needed. Also consider providing any synchronous information to your students as early as possible.

Quick access to academic technology resources:

* [D2L Brightspace](https://documentation.brightspace.com/EN/learners/learners.htm?tocpath=Learners%7C_____0)
* [Student Resources for Online Learning](https://www.stcloudstate.edu/online/resources/default.aspx)
* [Zoom Resources](https://www.stcloudstate.edu/its/services/media/zoom.aspx)
* [Student Information for Attending Classes Off-Campus](https://www.stcloudstate.edu/provost/students/remote-classes.aspx)

## Course Description

Provide a brief overview of the course including prerequisites, informal knowledge or background that is helpful for students to understand what they will learn in this course, and why it will be valuable.

Course Goals

FACULTY: For examples on creating course goals refer to the [SCSU Online and Distance Learning webpage](https://www.stcloudstate.edu/online/faculty/default.aspx).

By the end of this course:

* Example one
* Example two
* Example three

Course Objectives

FACULTY: For information on writing course objectives refer to the [SCSU Online and Distance Learning webpage](https://www.stcloudstate.edu/online/faculty/default.aspx).

By the end of this course, students will:

* Example one
* Example two
* Example three

## Textbooks

Provide required and suggested textbooks, downloads, software or other resources.

Course Technology Requirements

Identify any specific technology you will be requiring in your course and if there will be any additional costs required for the students.

Students can refer to [SCSU Online and Distance Learning Student Resources Technical Information](https://www.stcloudstate.edu/online/resources/tech-information.aspx) webpage [to](https://www.stcloudstate.edu/online/ready-for-online/tech-information.aspx) run a system check, get links for several software downloads, and support resources.

## Course Outline

Provide concise outline of topics, activities, assignments as a week-by-week course timeline. Add a caption to the table. We also recommend you provide a separate document in D2L that explains the assignments and due dates.

* Topic
	+ Due Date and Activity
* Topic
	+ Due Date and Activity

## Assignments

Provide a list of assignments. It is a best practice to include detailed information of assignments in your syllabus as well as the Assignments area in D2L. Include expectations, rubrics, due dates, where to submit work, and where to ask clarifying questions. Faculty can visit the [Office of Assessment and Accreditation Rubrics](https://www.stcloudstate.edu/assessment/assessment/rubric.aspx) page for a variety of assessment rubrics.

Tests and Quizzes

Provide a list of tests and quizzes in this section. It is a best practice to include details such as when and where the test or quizzes will be available. Use consistent language throughout the course documents and in D2L. For example, all exams will be given on Thursdays and will be delivered online using D2L.

## Assessment Feedback

Provide an explanation of how you plan to give feedback. It is a best practice to include details such as when and how your students should expect feedback from you. What do you expect your turn-around time to be and how students will receive feedback from you on all assignments?

## Evaluation of Student Performance

Describe how the learning outcomes will be measured (exams, assignments, participation, etc.).

| Example Activities/Assignments | Points |
| --- | --- |
| Example Activity One | Add points |
| Example Reading Activity Two | Add points |
| Example Test | Add Points |
|  |  |
|  |  |
|  |  |
| Total Points | Add total points |

Letter Grade

| Grade | Percent Range |
| --- | --- |
| A | 90%-100% |
| B | 80%-89% |
| C | 70%-79% |
| D | 60%-69% |
| F | 59% below |

## Grading Policy

Provide your specific wording here in this section.

## Attendance

Describe your attendance policy for the course.

## Discussion Participation

Describe your participation policy for the course.

## Late Assignments

Describe your policy for late assignments.

## Makeup Exams

Describe your policy for makeup exams.

## Academic Integrity Policy

St. Cloud State University expects each student to fulfill his or her academic obligations honestly and fairly without engaging in cheating, plagiarism, falsification, collusion, or other forms ofacademic dishonesty.

Refer to [Academic Integrity Policy](https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=6) for more details.

## Student Code of Conduct

Refer to the [student code of conduct](https://www.stcloudstate.edu/studenthandbook/code/default.aspx) for standards and expectations regarding student behavior.

## Student Accessibility Services

An affirmative action, equal opportunity employer, and educator. St. Cloud State University is committed to a policy of nondiscrimination in employment and education opportunity and works to provide reasonable accommodations for all persons with disabilities.

If you have a disability, or think you may have a disability, you may want to contact Student Accessibility Services to begin the conversation or request official accommodations. You can find more information about [Student Accessibility Services](https://www.stcloudstate.edu/sas/default.aspx), or you can contact them at 320-308-4080, Room 202 of Centennial Hall.

Student Accessibility Services works with students with disabilities and faculty members to identify reasonable accommodations. If you have previously been approved for accommodations through Student Accessibility Services, you will need to contact the office again to develop a new implementation plan.

## Student Support Services

### Technical Support

* Information Technology Services (ITS): Refer to the [Information Technology Services](https://www.stcloudstate.edu/its/default.aspx) webpage for technology questions.
* D2L help: e-mail: d2l@stcloudstate.edu or use Request Help widget for D2L instructions on your D2L home page.
* Husky Tech: (320)308-7000 or e-mail: huskytech@stcloudstate.edu
* System-Wide D2L help: 1-877-466-6728 or [Minnesota State System-Wide Help Desk](https://minnstate.edu/system/ims/D2LKnowledge.html).
* SCSU Online & Distance Learning: Book an appointment online with [SCSU Online and Distance Learning Bookings](https://outlook.office365.com/owa/calendar/OnlineSupport%40MinnState.edu/bookings/).

## Academic Support Services

### Academic Resources

Refer to the [Academic Resources](https://www.stcloudstate.edu/provost/students/academic.aspx) page for a list of offices and services available to students strengthen their educational experience.

### Academic Support Services

Get the most out of your education. Refer to the [Academic Support](https://www.stcloudstate.edu/academics/academic-support/) page for a list of academic support services available to students.

### Tutoring Services

Online and in-person tutoring is available through multiple campus departments and offices. Refer to the [Tutoring Resources](https://www.stcloudstate.edu/academics/academic-support/tutoring.aspx) webpage for a full list of services available.

### Policies, Procedures, and Forms

Students can refer to [Policies, Procedures and Forms](https://www.stcloudstate.edu/provost/students/policies.aspx) to guide and direct academic-related student procedures.

### Library

Enrich your learning by utilizing the library. Refer to the [University Library](https://www.stcloudstate.edu/library/about/default.aspx) for all services provided by the library. For research assistance, please email: mailto:askalibrarian@stcloudstate.edu

General information either call (320)308-3083 or email: library@stcloudstate.edu

Find textbooks on Reserve by searching the [library catalog](https://mnpals-scs.primo.exlibrisgroup.com/discovery/search?tab=CourseReserves&search_scope=CourseReserves&vid=01MNPALS_SCS:SCS&offset=0) using the course number or book title. Go to the Library Circulation Desk to check out the items. Note this does not include e-textbook access codes.

### The Write Place

The [St. Cloud State Writing Centers](https://www.stcloudstate.edu/writeplace/default.aspx) provide free services to support any of the writing and reading you do in and outside of school. We work with writers from all levels of experience and ability at any stage in the writing process. Our purpose is to help you become a more effective, versatile, and confident communicator.

Contact information: Location: Ruby Cora Webster Hall, Room 117

Phone: 308-2031 Email: writeplace@stcloudstate.edu or [Make an appointment](https://stcloud.mywconline.com/)

## Health & Wellness Support

### SCSU Medical Clinic

Located in Eastman Hall. Refer to the [Medical Clinic](https://www.stcloudstate.edu/medicalclinic/default.aspx) webpage for information on clinic services, hours, scheduling options, and resources.

### Counseling and Psychological Services (CAPS)

Located in Eastman Hall 305. Refer to the [Counseling and Psychological Services](https://www.stcloudstate.edu/counseling/services/counseling-services.aspx) webpage for information and resources on services provided.

“College can be stressful, and it is normal for some students to struggle emotionally while balancing the demands of college and personal lives. If you are struggling, please stop by and see me during my office hours. Also know that our Counseling & Psychological Services (CAPS) department is available Monday through Friday 8-4:30 to assist students who need help. Don’t hesitate to reach out for help. We care about you and want you to be successful both personally and professionally here at St. Cloud State University (SCSU).”

#### CAPS Services Information

How to get an appointment or make a referral to CAPS:

* Call 320-308-3171
* Go to the [Counseling and Psychological Services](https://www.stcloudstate.edu/counseling/services/counseling-services.aspx) webpage to schedule an appointment.
* Walk in to the CAPS clinic Monday through Friday between 8 am and 4:30 pm

After hours use any of these crisis resources:

* Local crisis line at 320-253-5555 *or* 800-635-8008
* [National Suicide Prevention Lifeline](https://suicidepreventionlifeline.org/) or call 1-800-273-8255
* Crisis Text Line: Text “MN” to 741-741

## Additional Syllabus Statements

### Respectful Discourse

“All students are encouraged to critically reflect on the course topics and to raise questions to the class and to the professor. Please be respectful to one another by not presenting your question in a hostile manner. Open dialogue on course content is encouraged, but attacks on classmates or myself are not. Please set up a time to talk with me if you have questions about this policy or if you believe this policy is being violated. You may also report hostile, biased or threatening behavior to the [Office for Institutional Equity & Access](https://www.stcloudstate.edu/oea/policies/).”

There are many offices on campus that provide additional support and/or information outside of class including:

* [American Indian Center](https://www.stcloudstate.edu/aic/)
* [Multicultural Student Services](https://www.stcloudstate.edu/mss/)
* [Center for International Studies](https://www.stcloudstate.edu/internationalstudies/)
* Additional [Student Services](https://www.stcloudstate.edu/campuslife/student-services.aspx) Offices

### Housing and Food Insecurity

“If you face challenges securing food or housing and believes these needs may affect your academic performance in this course, please contact the Case Manager housed in CAPS (Counseling and Psychological Services) at 320-308-3171 for a consult and possible assistance. Feel free to talk to me if you need assistance in accessing this resource.”

For more information on the [Huskies Food Pantry](https://www.stcloudstate.edu/huskiesfoodpantry/default.aspx); or to order food and self-care items from the Huskies Pantry, call the Huskies Pantry 320-308-5685 or e-mail foodpantry@stcloudstate.edu.

For information and eligibility screening for community resources and support contact [Bridge to Community Resources](https://www.stcloudstate.edu/sps/community-resources.aspx) or email smmoriarty@stcloudstate.edu.

### “Keep the Pack Safe” Statement

“St. Cloud State University (SCSU), in coordination with state and local health departments, is closely monitoring the spread of COVID-19 and following the State of Minnesota’s laws and guidelines to keep everyone safe. We have developed a list of ways that all of us can participate to assure our campus is safe for living and learning. I expect that all of us will honor and respect ourselves and each other by following the “Keep the Pack Safe” guidelines in our classroom. As a reminder:

You must wear a face mask/covering when the Stearns County transmission level is determined to be ‘substantial’ or ‘high’ for four consecutive days. Should this situation occur, a communication about the masking mandate will be communicated to campus using various media. During the mask/face-covering mandate, your mask should be on every time you enter an SCSU building, including entering our classroom. Keep your face covering on during class. Please note, while teaching classes, faculty may remove their face covering if they are able to maintain six-foot distancing.

If you are unable to wear a face mask or covering for medical reasons, please contact the [Student Accessibility Services](https://www.stcloudstate.edu/sas/default.aspx) office to discuss possible accommodations.

Wash your hands frequently and use the hand sanitizers available to you.

If you are not feeling well, be sure to call the SCSU Medical Clinic for assistance at (320) 308-3191 or email myhealthservices@stcloudstate.edu.”

### LGBTQIA

“The LGBT Resource Center at St. Cloud State University promotes full inclusion of LGBT+ folk and allies and works to dismantle prejudice, discrimination, and oppression toward and within the LGBT+ community. Visit the [LGBT Resource Center](https://www.stcloudstate.edu/lgbt/) for more information regarding the offered support services at St. Cloud State University.”

### Our Husky Compact

**“**As our student, we make a bond with you in Our Husky Compact to prepare you to be a global citizen of the 21st Century. As a graduate of St. Cloud State,you will be prepared for a life of intellectual, professional and personal fulfillment with the skills to discover and apply new solutions to challenges and opportunities through risk-taking, innovation and imagination.

Lifelong growth and development along the dimensions of Our Husky Compact will prepare all members of the St. Cloud State community to reconsider the world around them.”

### Sexual and Relationship Violence

“St. Cloud State University (SCSU) is committed to fostering a safe and inclusive learning environment for all students. If you (or someone you know) has experienced/survived any form of sexual harassment or sexual violence, including rape, sexual assault, relationship or inter-partner violence, or stalking, know that help and support are available. SCSU strongly encourages all individuals to report incidents of sexual harassment to the Title IX Coordinator:

* Chocoletta Simpson, MPA
* Director, Equal Opportunity & Title IX Coordinator
* Office of Institutional Equity & Access. Administrative Services Building 121. Phone 320-308-5123 and Email: oea@stcloudstate.edu.
* Additional information and online reporting options are available on the [Office for Institutional Equity & Access](https://www.stcloudstate.edu/oea/policies/) webpage.

Please be aware that if you share with me, verbally or in writing, incidents of this nature, as your instructor, I am required to disclose this information to Title IX Coordinator. The Title IX Coordinator is the designated employee to coordinate the university’s efforts to comply with Title IX federal and state requirements. If you wish to speak to a confidential employee or resource, who does not have this responsibility, you can contact the following resources:

#### Confidential Employee or Resources

* Counseling and Psychological Services. Open M-F 8-4:30 pm. 320-308-3171.
* SCSU Health Services. Open M-F 8-4:30 pm. 320-308-3191.
* SCSU Gender Violence Prevention Program & Women’s Center. 320-308-4958.
* Central MN Sexual Assault Center (Community program). 320-251-4357 or contact the 24 hour hotline at 800-237-5090.

Your safety and success as an SCSU student are of utmost importance. If you have any questions or want additional information, please contact the Office for Institutional Equity and Access at (320) 308-5123, via email at oea@stcloudstate.edu, or in person.”

## Additional Resources

### Student Parent Support and Bridge to Community Resources

Refer to the [Student Parent Support and Bridge to Community Resources](https://www.stcloudstate.edu/sps/community-resources.aspx) webpage for connections to and eligibility screening for community resources related to housing, food, utilities, childcare, mental health, legal, and related social services. For questions send an email to: spsc@stcloudstate.edu.

### Calendars

Refer to the [Event Calendar](https://www.stcloudstate.edu/events/default.aspx) page for listings and descriptions of upcoming events and links to the Academic and Interfaith Calendars.

### Food Pantry

St. Cloud State University [Huskies Food Pantry](https://www.stcloudstate.edu/huskiesfoodpantry/) provides nutritious options to students experiencing food insecurity in an effort to support learning, health, and student retention. Refer to the Huskies Food Pantry webpage to [place your pickup order](https://ldap.campuslabs.com/?realm=https%3a%2f%2fhuskiesconnect.stcloudstate.edu%2fsignin-oidc) request form. Note: Huskies Connect is used to manage the request forms. You will first be asked to enter a username and password. Contact information: foodpantry@stcloudstate.edu or call 320-308-5685.

Location: Miller Center, Room 135. Also available at the Plymouth location.

### Lindgren Childcare Center

The [Lindgren Child Care Center](https://www.stcloudstate.edu/childcare/) is a student service providing quality child care and support to all St. Cloud State University student parents. Refer to the [Lindgren Child Care Center Enrollment](https://www.stcloudstate.edu/childcare/enrollment.aspx) webpage for enrollment information.

### Registration and Financial Services

Refer to [Student Registration & Financial Services](https://www.stcloudstate.edu/srfs/) webpage for information on registration, tuition, graduation, policies and guidelines, and financial assistance.

Location: Administrative Services Building, first floor.

### SCSU Career Center

The [Career Center](https://www.stcloudstate.edu/careercenter/) webpage provides resources and support to students in exploring, finding, and preparing for careers. Examples of assistance include building resumes, mock interviews, finding jobs, workshops, and more. [Make an appointment](https://www.stcloudstate.edu/careercenter/contact/appointment.aspx) to meet with a Career Center advisor.

Location: Centennial Hall, Room 215

### Student Life & Development

Our mission “Engaging students to create fulfilling lives.” Refer to the [Student Life and Development](https://www.stcloudstate.edu/sld/default.aspx) webpage for a full list of core commitments and resources along with access to the [Student Code of Conduct](https://www.stcloudstate.edu/studenthandbook/code/default.aspx) and [Student Handbook](https://www.stcloudstate.edu/studenthandbook/default.aspx).

Location: Atwood Memorial Center, Room 110

### Student Services

Refer to the [Student Services](https://www.stcloudstate.edu/campuslife/student-services.aspx) webpage for a full list of student services available.

### Undergraduate Placement Testing Services

Refer to the [Undergraduate Placement Testing](https://www.stcloudstate.edu/placementtesting/default.aspx) webpage for information on placement testing policy and [How to Schedule Undergraduate Placement testing](https://www.stcloudstate.edu/placementtesting/schedule.aspx).

Contact**:** placementtesting@stcloudstate.edu or by phone at 320-308-6075.

Location**:** Centennial Hall, Room 351