How to use this template: Treat the italicized text as “instructions.” Edit it out as you fill in the sections. Include only those sections that make sense for your course or are required by university policy. Place the sections in an order that makes sense for your course.

**Syllabus Template: Boise State University**

***[Course Title]***

*[Interesting quote, motivating information]*.

*[Semester/Year]*

*[Class location]*

*[Class Meeting time(s)]*

Instructor: *[Name] [Office, e-mail, phone]*

Office Hours: *[scheduled + by appointment? Virtual Office Hours?]*

**Course Goal and Description:**

*Thinking from the prospective students’ point of view, what is the goal of the course? How will it contribute to them professionally? How does it fit into the larger curriculum?*

**Course Learning Outcomes:**

After successful completion of this course, students will be able to…

*List learning outcomes here. If your course contributes specifically to university learning outcomes, they should be included here as well.*

**Course Format:**

*How is the course structured and how will classes be carried out? Lecture, lab, activity, project-based, service-learning, discussion-based…*

**Pre and Co-requisites:** *pre and/or co-req courses.*

**Materials/Texts:** *Required and recommended texts, readers, or other software, materials and equipment.*

**Course Requirements:** *Whatever tasks and assignments you include in your course should align with the learning outcomes you have defined.*

* *Describe papers, projects, exams, quizzes, homework, laboratory work, fieldwork, fieldtrips, class participation, etc.* *Consider describing explicitly how course assignments are related to course learning outcomes.*
* *Statement about the expected time that students will need to spend studying/doing coursework outside of class (e.g., 2-3 hours of time outside class for every hour of lecture/seminar).*

**Grading information**:*A statement of how you will determine the letter grades for the course, including +/- grades if you use them.*

* *List of the percentage weight assigned to various class assignments. Extra credit options, if available.*
* *Policies on late or missed work, including exams.*
* *Policies on attendance, tardiness, and class participation, including an explicit statement of terms and/or penalties which pertain to student participation in co- and extracurricular activities.*
* *If relevant, the minimum grade needed for this course to count towards the major.*

**Other Expectations:** *Specifications for attendance, participation, respect for others, etc. can be spelled out to act as a behavioral guide. Work to state expectations positively. (Avoid a list of “thou shalt nots”)*

**Student Conduct and Academic Integrity:** *Suggested language below.*

In order to create a safe space for learning, I expect all of us (peer mentors, students and myself) to exhibit behavior that reflects Boise State’s Statement of Shared Values (<http://deanofstudents.boisestate.edu/statement-of-shared-values/)> and is characterized by

**Academic Excellence Caring** **Citizenship** **Fairness**

**Respect** **Responsibility** **Trustworthiness**

In addition, students in this course are expected to uphold standards outlined in the Boise State University Student Code of Conduct (<http://deanofstudents.boisestate.edu/student-code-of-conduct/>). Any work submitted by a student in this course for academic credit will be the student's own work. [*Optional:* For this course, collaboration is allowed in the following instances: *list instances.*]

*[It is recommended that faculty are familiar with the student code of conduct too ☺]*

**Accommodations for students with disabilities:**

*See* [*https://eac.boisestate.edu/facultystaff/syllabus-statement/*](https://eac.boisestate.edu/facultystaff/syllabus-statement/) *for a syllabus statement*

**Inclusivity Statement:** *Suggested language below*

We understand that students in this class represent a rich variety of backgrounds and perspectives. The \_\_\_\_\_ program/department is committed to providing an atmosphere for learning that respects diversity. While working together to build this community we ask all members to:

* share their unique experiences, values and beliefs
* be open to the views of others
* honor the uniqueness of their colleagues
* appreciate the opportunity that we have to learn from each other in this community
* value each other’s opinions and communicate in a civil manner
* keep confidential discussions that the community has of a personal (or professional) nature
* use this opportunity together to discuss ways in which we can create an inclusive environment in this course and across the campus community

**Planning for Success:** *This section can include “tips for success” that might include information/commentary on: recommendations for study groups, how to access tutorial help, what to do if one gets stuck, etc.*

**Tentative Course calendar:** *Assignment due dates, exam dates, and date of final exam. Specify what, if anything, is subject to change.*

*According to policy #3080, “Faculty will provide a clear statement in the course syllabus as to what is expected of students during the last week of class.” See the policy here for what is allowed during dead week.* [*https://policy.boisestate.edu/academic-affairs-student/last-week-of-classes-and-final-exams/*](https://policy.boisestate.edu/academic-affairs-student/last-week-of-classes-and-final-exams/)