**Syllabus Instructions and Template**

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| The first seven pages provide instructions and examples of what should be in all syllabi. Please delete these instructions when you’re done and use the template starting on page eight. |

**I. General Overview**

General Syllabus Template for Shepherd University faculty.

Please copy and modify for your courses.

Students have the academic right "to a written syllabus containing the academic requirement of and the instructor's expectation for the course. Course syllabi...should contain information pertaining to attendance policies, grading procedures, course information, special requirements..., extra costs, and other pertinent matters." ([BoG, Policy 20](https://www.shepherd.edu/app/uploads/2016/09/policy20.pdf))

Syllabi must be:

1. Clear and complete.
2. Developed for every course.
3. Posted on the LMS (currently Brightspace).
4. Provided to every student on the very first day of the course. You may reference the electronic version as meeting this expectation. You provide it in additional formats.

Syllabi must include:

## Course Title

## [Course Description](#CourseDescription)

## Course Prefix and Number (e.g., EDUC 200)\*

## Course Registration Number (CRN)\*

## Course Section\*

## Semester [designate dates if partial semester] and Year\*

## Class Location\*

## Class Meeting time(s) and/or Modality (OLA, OLS, HYA, HYS, HYF, F2F)\*

## Number of credit hours received for the course\*

## Instructor name, office location (if applicable), contact Information (email and/or phone) (See may include section 1.)

## Instructor Office Hours (full-time faculty are required to list six hours per week)

## [LEAP Goals and other course Learning Outcomes](#LEAP)

## [Required and Optional Course Readings](#Readings)

## [Academic Integrity](#AcademicIntegrity)

## [Shepherd University Honor Code](#Honor)

## [Accessibility Statement](#Accessibility)

## [Class attendance policy associated with Financial Aid](#Attendance)

## [Grading Procedures](#Grading)

## [Course Timeline and Important Dates](#Timeline)

\*As listed in the [Class Schedule](https://www.shepherd.edu/class-schedule)

Syllabi may include:

## Communication Policy and Etiquette (when students can expect responses to emails/telephone messages, text, etc.)

## [Brightspace for Students](https://www.shepherd.edu/brightspace/brightspace-for-students-3) tutorials

## [Academic Calendars and Exam Schedule](https://www.shepherd.edu/academic-calendar)

## [Counseling Services](https://www.shepherd.edu/counseling) contact information

## [Dean of Students](https://www.shepherd.edu/dean-of-students) contact information

## [Financial Aid](https://www.shepherd.edu/financialaid) contact information

## [Business Office](https://www.shepherd.edu/finance) (pay bills) contact information

## [Academic Advising](https://www.shepherd.edu/advising) contact information

## [Student Success Center](https://www.shepherd.edu/studentsuccess) contact information

**II.** **Course Description (required)**

Use the course description in the [Shepherd University Catalog](https://catalog.shepherd.edu/). For special topics and new courses use the description cited in the course creation form.

It is helpful to students to include additional information provided in the catalog about the course such as prerequisites and/or cross-listings.

**III.** **LEAP Goals and Learning Outcomes**

## Leap Goals (required)

## Shepherd University adopted goals from the [American Association of Universities and Colleges (AAC&U) Liberal Education and America’s Promise (LEAP) Initiative](https://www.aacu.org/publication/making-liberal-education-inclusive-the-roots-and-reach-of-the-leap-framework-for-college-learning) with minor modifications. Since 2018 AAC&U has moved to [Essential Learning Outcomes](https://www.aacu.org/trending-topics/essential-learning-outcomes) (ELO) to capture similar ideas to the LEAP Initiative. Include the LEAP goal(s) that your course uses.

## LEAP Initiative

## Goal No. 1: Knowledge of Human Cultures and the Physical and Natural World

## Goal No. 2: Intellectual and Practical Skills throughout the Curriculum

## Goal No. 3: Personal and Social Responsibility

## Goal No. 4: Integrative Learning

## Essential Learning Outcomes

## Goal No. 1: Knowledge of Human Cultures and the Physical and Natural World

## Goal No. 2: Intellectual and Practical Skills

## Goal No. 3: Personal and Social Responsibility

## Goal No. 4: Integrative and Applied Learning

## Learning Outcomes (required)

## Please list the learning outcomes associated with each LEAP goal that you intend for your students to achieve. Also list how you plan to assess these outcomes. Learning Outcomes associated with each LEAP goal are listed in the [Core Curriculum Framework](https://www.shepherd.edu/app/uploads/2018/09/framework-documentCoreCurriculum.pdf).

## Values Rubrics (optional)

## [Value Rubrics](https://media.suweb.site/2023/01/AllVALUERubrics_letter-1.pdf?v=1674719366) is the evolution of the LEAP Initiative providing options for learning outcomes and associated rubrics for the course.

**IV.** **Course Readings (required)**

## Required purchased text information including title, author, ISBN and publication year. Do not require students to buy materials you will not have them use for the course.

## Optional additional readings. Indicate clearly if these are not required. Indicate location of these option readings (library reserves, Brightspace, etc.) Use electronic version as much as possible.

**V.** **Academic Integrity (required statement)**

Each student in this course is expected to abide by the Shepherd University Academic Integrity Procedures found in the Shepherd University [Student Handbook](https://www.shepherd.edu/student-handbook/student-conduct-2).

## Honor Code (required statement)

As a member of the Shepherd University community of scholars, I will uphold the fundamental values of Academic Integrity - Honesty, Trust, Respect, Fairness, and Responsibility.

## AI – Syllabus Policy (optional but encouraged)

Instructors should be clear and transparent about which AI tools may or may not be used in their classes. A rationale to the students should be provided for any restrictions. There is currently no specific language required for syllabi. Below are two possible examples to consider:

* All work generated in this course should be a student’s own without substantive assistance from others. Use of any reference material or outside sources including AI should be cited properly in all submitted work. Use of other language aids (e.g. Gram- marly) is at the course instructor's discretion. Use of Artificial Intelligence (AI) programs such as ChatGPT to generate documents or other academic deliverables which are not explicitly approved by the instructor is considered plagiarism and defined as Academic Dishonesty in the Student Code of Conduct.
* In this course, the use of Artificial Intelligence (AI) tools, such as ChatGPT, is permitted to aid your learning and assist with assignments, provided their use is transparent and properly cited. AI can be a valuable resource for brainstorming, drafting, and editing your work. However, it is crucial that all final submissions reflect your understanding and original contributions. Plagiarism, including the unauthorized use of AI-generated content without proper attribution, will not be tolerated and will be subject to academic integrity policies. Always verify the accuracy of AI-assisted content, as these tools can sometimes pro- duce incorrect or biased information. If you have any questions about the appropriate use of AI in this course, please consult the instructor. (AI Generated)

**VI.** **Accessibility Statement (required statement)**

* [Required statement](https://media.suweb.site/2022/05/Accessibility-Services-Syllabi-Statement.pdf?v=1653472417)
* [Accessibility Checklist](https://media.suweb.site/2024/01/Accessibility-Checklist-.pdf?v=1704284023)

**VII.** **Class Attendance (required statement)**

You MUST attend your classes regularly and engage in the requirements for each class; otherwise, your financial aid may be revoked either partially or in full. This would result in an amount due by you to the University immediately. Please refer to [Shepherd Financial Aid](https://www.shepherd.edu/financialaid) for more details.

Grading for Attendance is left to the individual instructor in the spirit of academic freedom.

Links to consider who attendance can be incorporated in as a part of engagement.

* [Four Tips for Improving Attendance](https://www.insidehighered.com/news/student-success/academic-life/2023/06/23/four-tips-improving-attendance-college-courses)
* [What to Consider in Attendance Policies](https://teaching.unl.edu/resources/inclusive-teaching/flexible-attendance-policies/)
* [Improving Student Attendance](https://cetl.uconn.edu/resources/teaching-your-course/classroom-management/improving-student-attendance/)

Exam Make-Up is left to the individual instructor in the spirit of academic freedom. You are strongly encouraged to allow students to make-up an examination if a situation prevents them from attending class that day. Students should visit the Student Affairs Office to obtain an Absentee Notice to be sent from the Dean of Students when an absence has a planned legitimate reason. Relevant documentation for these absences should be provided. Unplanned emergency absences should be address with similar documentation. The instructor reserves the right to deny the request.

* [Tackling Make-Up Exams](https://www.facultyfocus.com/articles/educational-assessment/three-guidelines-and-two-workarounds-for-tackling-makeup-exam-policies/)
* [Plan Flexible and Efficient Make-Up Exams](https://idc.ls.wisc.edu/ls-design-for-learning-series/flexible-efficient-makeup-exams/)

Individual makeup exams approved by the instructor may be proctored by the [Academic Support Center](https://www.shepherd.edu/academic-support/) staff (304.876.5221).

RAVE Alert System/Emergencies (encouraged statement)

Students are encouraged to sign up for [RAVE](https://www.shepherd.edu/police/rave-alert) alerts to be informed of campus closures and other emergencies. Students are also encouraged to check the [Shepherd](https://www.shepherd.edu/) homepage for information.

**VIII.** **Grading Procedures**

# Ensure you are clear and consistent. Once you establish expectations, do not change them. Communicate clearly when students can expect feedback. Set expectations for due dates from students but also response dates for timely feedback by you. Examples of grading rubrics are available through the [Center for Faculty Excellence](https://www.shepherd.edu/center-for-faculty-excellence-resources/).

Grading for Attendance is left to the individual instructor in the spirit of academic freedom.

Links to consider who attendance can be incorporated in as a part of engagement.

* [Four Tips for Improving Attendance](https://www.insidehighered.com/news/student-success/academic-life/2023/06/23/four-tips-improving-attendance-college-courses)
* [What to Consider in Attendance Policies](https://teaching.unl.edu/resources/inclusive-teaching/flexible-attendance-policies/)
* [Improving Student Attendance](https://cetl.uconn.edu/resources/teaching-your-course/classroom-management/improving-student-attendance/)

Late Work policy is left to the individual instructor in the spirit of academic freedom. However, you should delineate how you will handle this situation should it arise. Consider how the grade is about academic growth versus compliance as you develop your policy.

* [Rethink your Late Work](https://site.nyit.edu/ctl/blog/rethink_your_late_work_policies)
* [A Headache-Free Late Work Policy](https://www.facultyfocus.com/articles/effective-classroom-management/late-work-policy/)
* [A Few Ideas Dealing with Late Work](https://www.cultofpedagogy.com/late-work/)

Grading and Feedback is key on-going learning. Just as you set expectations for students regarding content and deadlines. Clear expectations of when and how student can expect feedback from you is equally crucial. This feedback is valuable for future assignments and improved skills tied to learning outcomes.

* [Grading and Feedback](https://dcal.dartmouth.edu/resources/evaluating-student-learning/grading-feedback)
* [Effective Grading](https://calt.umbc.edu/teaching/pedagogy/effective_grading/)
* [Provide Timely Feedback](https://www.bradley.edu/sites/it/departments/ldt/it-tools/sakai/principles/timely-feedback/)

Tutoring is free for all undergraduate courses through an [Academic Support Center](https://www.shepherd.edu/academic-support/) peer tutor or virtual tutoring (tutor.com).

Graduate students who require special assistance with a particular subject should contact the course instructor and use tutor.com if available for a particular course. Graduate students may also contact their graduate program coordinator who can discuss other options that may be available during a given semester.

**IX.** **Course Timeline and Important Dates**

Instructors are encouraged to include reminders for students such as withdraw dates, midterms, finals, etc. [Academic Calendars and Final Exam Schedules](https://www.shepherd.edu/academic-calendar) provide needed dates for fall, spring and summer schedules.

Show progression of learning and important assessment dates.

**X. Additional Resources**

D2L/Brightspace Learning Management System provides student access to course modules, assignments, quizzes and tests, and grades. To access Brightspace, go to brightspace.shepherd.edu and login with your full Shepherd email address and password. To *f*ind this course, look for the nine-dot waffle course selector in the menu located at the top right of your screen and click on the name of our class to open.

Please take some time to show students how to use Brightspace. Tutorials and other helpful information for instructors and students may be found on the [Center for Faculty Excellence Brightspace page](https://www.shepherd.edu/brightspace).

WV Law and Firearms – The Campus Self-Defense Act, Senate Bill 10**:** The *open* carry of firearms is prohibited on the grounds of Shepherd University.  *Concealed Carry* is permitted in all portions of campus except where expressly prohibited. Most lab spaces prohibit concealed carry. For a complete list of areas on campus that prohibit weapons, see [www.shepherd.edu/SB10](http://www.shepherd.edu/SB10) . Individual faculty and staff offices may be restricted by a faculty or staff member in their personal offices and will be noted as such by a door sign.

Display of a handgun, or a substantially ineffective concealment of the handgun by a Concealed Carry permit holder, or any other disruptive conduct relating to a firearm, is a disruption of the academic environment and authorizes the faculty to direct a student to leave the room for the day, and the matter will be addressed promptly thereafter.  Failure to obey a directive to leave due to a disruption would be treated as gross student misconduct, due to its disruptive impact on the learning environment, and could lead to suspension from the University and/or criminal charges.

[Email Response Time and Etiquette](https://glockapps.com/blog/response-time-the-key-to-efficient-communication/) – Strong communication in both directions is an important aspect of learning. How does a syllabus articulate preferred methods for communication and associated timeline for response by instructor and students.

**XI.** [**Syllabi Examples**](https://www.shepherd.edu/syllabus-examples/)

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# Course and Instructor Information

**Course Title**:

**Course Prefix and Number**:

**Course CRN**:

**Semester and Year**:

**Class Location**:

**Meeting Times**:

**Course Modality**:

**Number of Credit Hours**:

**Instructor**:

**Office**:

**Office Hours**:

**Email**:

**Phone**:

# Course Description

Required

# LEAP Goals and Learning Outcomes

Required

# Course Readings

Required

# Academic Integrity

## Honor Code

As a member of the Shepherd University community of scholars, I will uphold the fundamental values of Academic Integrity - Honesty, Trust, Respect, Fairness, and Responsibility.

## AI Policy

Optional

# Accessibility Services

Shepherd University strives to make learning experiences accessible to all students and will provide reasonable accommodations for students with disabilities. If you experience difficulties, based on the impact of a disability, please contact Accessibility Services, Gardiner Hall G13, 304-876-5122, or

[accessibility@shepherd.edu](mailto:accessibility@shepherd.edu) to initiate a conversation about your options. Students must register with the Office of Accessibility Services and provide

their accommodation letter to each of their instructors. Please know that

accommodations are not retroactive. For more information, please visit

[Accessibility Services](https://www.shepherd.edu/accessibility)

# Class Attendance

You MUST attend your classes regularly and engage in the requirements for each class; otherwise, your financial aid may be revoked either partially or in full. This would result in an amount due by you to the University immediately. Please refer to [Shepherd Financial Aid](https://www.shepherd.edu/financialaid) for more details.

## Grading for Attendance

Optional

## Exam Make-up

Optional

## RAVE Alert System/Emergencies

Students are encouraged to sign up for [RAVE](https://www.shepherd.edu/police/rave-alert) alerts to be informed of campus closures and other emergencies. Students are also encouraged to check the [Shepherd](https://www.shepherd.edu/) homepage for information.

# Grading Procedures

## Grading Policy

Required

## Grading Breakdown

Required

## Tutoring

Optional

# Course Timeline and Important Dates

Required

# Additional Information

## Brightspace Information

Optional

## WV Law and Firearms: The Campus Self-Defense Act

Optional

## Other Student Resources (optional)

[Academic Calendars and Exam Schedule](https://www.shepherd.edu/academic-calendar)

[Counseling Services](https://www.shepherd.edu/counseling) contact information

[Dean of Students](https://www.shepherd.edu/dean-of-students) contact information

[Financial Aid](https://www.shepherd.edu/financialaid) contact information

[Business Office](https://www.shepherd.edu/finance) (pay bills) contact information

[Academic Advising](https://www.shepherd.edu/advising) contact information

[Student Success Center](https://www.shepherd.edu/studentsuccess) contact information