



How will the class be carried out? Specify requirements for attendance and participation.

Week by Week or Session by Session Topics, Readings to Be Discussed, Journal Entries or Assignments, Due Dates, and Exam Dates. Identify course instructor(s) for each topic if different from Course Director and provide their contact information and primary department.

What factors contribute to the final grade, how is each determined, and how much does each contribute to the final grade? A grading rubric is highly suggested.

Textbooks or other materials that are required or suggested.

If there are specific web browser, software, or hardware requirements, please list them. If the students are required to use BrightSpace, mention that fact (all registered students are provided with BrightSpace access by the Graduate School, but they need access to a computer to log on).

The Graduate Studies Council has approved a standard missed exam policy and this may be adopted by simply stating that in the syllabus and referring students to the Student Handbook on the Graduate School website. Course Directors are also free to specify a policy of their own, but the syllabus must make clear what the policy is.

The following statement, approved by the Graduate Studies Council, is to appear on every syllabus:

Course Evaluation

All students completing the course for credit are required to complete an online Course Evaluation in OASIS at the end of the course. This includes feedback on teaching of individual instructors in each course. Participation by all students is important for the Graduate School's course evaluation process and for our continued accreditation. The Graduate School will provide instructions on how to complete the evaluation at the beginning of each semester, and you will have until 2 weeks after the end of the course to complete the evaluation. Students who fail to complete the evaluation are no longer in good standing. The Graduate School will not provide transcripts, confirm enrollment, allow enrollment in additional courses, allow graduation, or support payment of stipends for students who are not in good standing. The Graduate School may impose a \$100 fine for each course evaluation not completed on time.

