NORTHEASTERN STATE UNIVERSITY

College

Department

Semester, Year

Course Information
- Course Prefix:
- Number:
- CRN:
- Credits:
- Title:

Instructor Name
- Instructor Email
- Instructor Phone
- Office Location
- Office Hours

Course Delivery Method
(For online accessibility, delete the methods not applying to your course)
Face to Face (Students in physical classroom with instructor)
Hybrid (Synchronous, students can attend either in the classroom or via Zoom)
Virtual Class Meeting (Synchronous, web-based meeting only; students attend via Zoom)
Online (Asynchronous electronic delivery)
Partially Online (Asynchronous electronic delivery with required f-2-f meetings, either in a classroom or via Zoom)

Workload/Credit Hour Statement
The federal definition of a credit hour requires one hour of instruction time and two hours of out-of-class student work per credit per week [34 CFR 600.2]. By multiplying the number of credit hours a course is worth by three clock hours' instruction/preparation time, you can determine the minimum average per week for "time on task." For example, in a 3-credit online course, you should plan on a minimum average of 9 hours per week of "time on task." In online or blended courses, the "traditional" credit hour contact hours are defined by the number of hours of "time on task." Time on task includes any time that students spend interacting with course materials and participating in learning activities, including but not limited to readings, projects, assignments, videos, student-student or student-professor interaction, and exams.

Class Days / Meeting Times

(Face-to-face meeting days must match the schedule's Course Section Comments. Virtual class meetings (VCM) - If all or part of a class is to be taught via Zoom, synchronous meeting times must be listed.)

Course Prerequisites and/or Co-requisites *(if any)*

Catalog Description

Course Purpose / Goals

(General Education Requirement, Program Requirement, Elective, etc.)

Student Learning Outcomes

(If the outcome fulfills a General Education outcome, please include the specific learning outcome, labeled as a general education SLO.)

Instructional Methods / Strategies

(i.e. Discussion groups, Case Studies, Demonstrations, Field/Clinical Experiences, Group Activities, Laboratory Experiences, Lecture, Library Research, Modeling, Oral Reports, Presentations, Problem Sets, Textbook Assignments, etc.)

Learning Outcome Assessment Methods

(i.e. In-class Assignments, Quizzes, Papers, Performance Evaluation, Tests, etc.)

Instructional Materials

(Required textbook/technology; supplemental / recommended materials)

Grading Policy / Scale

Generative AI Use Policy

Each instructor's syllabus must include a statement about the use of generative AI tools. Feel free to use, modify, or create your own statement (with the approval of your department chair). If you choose to create your own, you can find sample statements by discipline from other institutions by clicking this <u>LINK</u> and then selecting "Policies." Delete the options you will not be using from this section.

Use of AI NOT Permitted

This course aims to foster critical thinking skills. As such, AI tools such as ChatGPT are categorically not permitted at any stage of coursework in this class, whether working independently or as a group. Using an AI tool, such as ChatGPT, for any part of an assignment could be considered a breach of academic integrity. If there are any ambiguities regarding the use of AI tools in an assignment, consult the instructor **before submitting** any work. The use of these tools may be considered academic dishonesty, constituting a clear violation of the <u>NSU Student Handbook</u>.

Use of AI Permitted Under Some Circumstances or With Permission

Throughout the course, there will be opportunities to utilize AI tools such as ChatGPT to enrich learning. AI writing tools are considered supplementary aids in this course and should not replace one's original ideas or research. Usage of AI tools for assignments must be pre-approved to ensure academic honesty. AI tools, when used in accordance with the parameters outlined in an assignment, can be a part of this course. When AI tools are used, they must be cited appropriately and clearly attributed as AI-generated content. It is essential to clearly distinguish between one's original work and AI generated. Details about responsible use and accurate attribution will be provided. If there are any ambiguities regarding the use of AI tools in an assignment, consult the instructor **before submitting** any work. Maintaining an intellectually honest and fair environment is a collective responsibility. The improper use of these tools may be considered academic dishonesty, constituting a clear violation of the <u>NSU Student Handbook</u>.

Use of AI Generally Permitted (Within Guidelines)

Students are encouraged to use AI tools, such as ChatGPT, in this class, provided they clearly acknowledge their usage. Guidance on citing AI usage in one's work will be provided. This includes using ChatGPT or other AI tools for brainstorming or revising assignments, provided the generated content is appropriately attributed. Students must identify AI-generated content in submissions and explain how the AI tools contributed to the work process and final product. Transparency about the use of AI tools in one's work is crucial for maintaining academic honesty and the intellectual fairness of a productive learning environment. If unsure whether AI use is permitted for a specific assignment, consult the instructor **before submitting** the work. Unauthorized or improperly attributed use of AI tools may be considered academic dishonesty, constituting a clear violation of the <u>NSU Student Handbook</u>.

Class and Instructor Policies
(Other policies related to Expected Classroom Behaviors, Punctuality, Participation, etc.)

Academic Policies / Required Information

(To save paper, please just include the text and links below.)

Please go to the following weblink: [Academic Affairs Syllabus Information link](#) for required information pertaining to:

- Academic Misconduct
- Americans with Disabilities Act Compliance
- Behavioral Intervention Team
- Inclement Weather/Disaster Policy
- Release of Confidential Information
- Student Handbook
- Teach Act
- Textbook Information
- Title IX

Student Support

Students enrolled in postsecondary education are required to self-identify if they would like to request services on the basis of disability. Student Disability Services provides or arranges reasonable accommodations and services to qualifying students. You can learn more here: [Student Disability Services](#)

Students who may need assistance accessing sufficient food to eat every day, lack a safe and stable place to live, or who may be experiencing mental health challenges impacting their performance in the course are urged to contact [Student Affairs](#) or [HawkReach Counseling Services](#) for support. Additional resources are available through the [Food Pantry (NSU-BA)](#) and [Rowdy's Resource Room (NSU-Tahlequah).](#) NSU-Muskogee also houses a resource room.

An online report may also be submitted through the [Report Concern](#) link.

Course Concerns or Complaints

Students who wish to express a concern about a course or academic issue are encouraged to follow this process. Students who want to file a course grade appeal should consult the next section.

- First, conference with the *faculty member*. Most concerns can be handled through dialogue with the course instructor.
- Second, if the instructor is unable to resolve the issue, the student may talk with the *department chair*. If the student does not know who the department chair is, s/he can contact the registrar with the course prefix and number, and that office can provide the information.
- Third, if the department chair is unable to resolve the issue, then the student is welcome to contact the *assistant or associate dean*. If the student does not know who the assistant / associate dean is, s/he can ask the department chair or contact the registrar.
- Fourth, if the assistant / associate dean is unable to resolve the issue, the student may contact the **college dean**.

It is important that *the student* initiate action (not parents, partners, or other relatives) and begin at the faculty or department chair level as most issues can be resolved there.

Grade Appeal

A student may petition a course grade change by using the Grade Appeals Timeline and Policy if satisfactory resolution cannot be achieved after informal grade review conferences with the instructor, department chair, and/or Dean's office. The Grade Appeals Process must be formally initiated with a written appeal to the Dean within four months following awarding of the original course grade. Please contact the dean of the college in which the grade was given for a copy of the grade appeals process and the conditions which allow for the appeal of a course grade.

Class Calendar with Assignment Due Dates