



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

Blended / Partial

Online

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 for all Partial, Blended or Online (less than 100%) classes. 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 indicate with an asterisk.)

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

Class and Instructor Policies

COVID-19 Absence Statement: Students who have a prolonged absence because of COVID-19 illness, who quarantine because of exposure to coronavirus, or who must provide care for family members who are sick or quarantined have the responsibility to 1) provide documentation to the Office of Student Affairs and 2) contact their instructor within 24 hours of the first missed class meeting to arrange for reasonable accommodations. Students will not be penalized for non-attendance due to coronavirus-related reasons but still have the responsibility to make up any missed exams, assignments, homework, etc. Students who have a temporary or permanent disability that may be

impacted by COVID-19 should contact [Student Disability Services](#). Please review the following documents for more detailed information: [NSU Student Handbook](#): Absences, Medical/Emergency Withdrawal, ADA; [Faculty Handbook](#) 10.2.4.a, 10.2.4.b, 10.3.2.

(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 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 \(NSU-Tahlequah\)](#). 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:

- First, talk with the ***instructor***. If the situation is such that the student is concerned about potential discomfort or retaliation, then the student is welcome to move to the next step and contact the department chair without talking with the faculty member first.
 - Second, if the instructor is unable to resolve the issue, the student may talk with the ***department chair***. If the student is uncertain as to 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 ***dean's office***.
 - Finally, if the dean is unable to resolve the issue, the student may contact Academic Affairs.
- 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 Process if satisfactory resolution cannot be achieved after consultation with the instructor and/or Dean. 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