*All* ***italic text*** *provides instructions or important information for completing the syllabus. Highlighted text indicates areas where you need change or delete information.* ***Remove all italic text and gray highlighting*** *before distribution.*





SYLLABUS   
College Name  
School or Department Name

Prefix 0000: Course Title  
Academic Term

# Course Information

****

Class meeting time: *Day(s) and Time*

Modality and Location: *Face to Face course; Building and Room Number*  
*Syllabus is posted in D2L*

# Instructor Information

****

Name: xxx

Email: xxx   
Office Location: xxx

Office phone: xxx

Office Hours: xxx  
Preferred method of communication: xxx

# Course Description

****

*Include any prerequisites, corequisites, or concurrent prerequisites. Include the number of credit hours. Use the Course description from the catalog.*

# Course Materials

****

Required Texts: xxx

Recommended Texts: xxx

Technology requirements: xxx

# Learning Outcomes

****

**Course Requirements and Assignments**

****

*List each assignment in as much detail as possible. Include course requirements such as participation and/or attendance.*

# Evaluation and Grading Policies

****

*List any grading policies. You must include a statement on feedback expectations and feedback turn-around time. Explain how grades are to be earned. Be sure to include an evaluation scale. The one below is just one example.*

GRADING SCALE:

90% - 100% A

80% - 89% B

70% - 79% C

60% - 69% D

0% - 59% F

*I will round up grades if they are > or = .5 or above, for example, an 89.6 is an A, but 79.2 is a C.*

# Course Policies

****

*Must include course attendance policy. May include policies for late work, missed exams, extensions, excused absences, instructor expectations, etc.*

*In addition, faculty are encouraged to articulate an artificial intelligence use policy for each of their class sections within the syllabus. To help instructors, DLAC drafted some suggested class policy language; however, faculty should tailor the statements to appropriately fit their class context, field of study, and specific assignments.*

*Sample AI Statements – Choose one to tailor to your course:*

*AI Use Prohibited:*

*You are expected to generate your own work in this class. When you submit any kind of work, you are asserting that you have created it completely on your own unless you indicate otherwise using quotation marks and proper citation for the source(s) you used to help you. Submitting content that has been generated by someone other than you, or that was created or assisted by an AI generative tool is cheating and constitutes a violation of the KSU Code of Academic Integrity.*

*AI Use Allowed, but Not Required:*

*In this class, you are welcome to use AI for any purpose. However, you should note that all AI generative tools still tend to make up incorrect facts and fake citations, code generation models tend to produce inaccurate outputs, and image/art generation tools can produce copied work or offensive products. You will be responsible for any inaccurate, biased, offensive, or otherwise unethical content you submit regardless of whether it originally comes from you or an AI tool. If you use an AI tool, its contribution must be credited in your submission. The use of an AI tool without acknowledgement is cheating and constitutes a violation of the KSU Code of Academic Integrity.*

*If allowing AI, faculty are encouraged to train students on best practices for the proper use of AI generative tools.*

*AI Use Required:*

*You will be expected to use AI generative tools in this class, following the instructor’s permissions and directions, and only using it on assignments where AI tools are allowed. However, you should note that all AI generative tools still tend to make up incorrect facts and fake citations, code generation models tend to produce inaccurate outputs, and image/art generation tools can produce copied work or offensive products. You will be responsible for any inaccurate, biased, offensive, or otherwise unethical content you submit regardless of whether it originally comes from you or an AI tool. If you use an AI tool, its contribution must be credited in your submission. The use of an AI tool without acknowledgement is cheating and constitutes a violation of the KSU Code of Academic Integrity.*

*If requiring AI, faculty are strongly encouraged to train students on best practices for the proper use of AI generative tools.*

# Department or College Policies

****

*If applicable. Optional section.*

# Institutional Policies

****

[Federal, BOR, & KSU Required Syllabus Policies](https://cia.kennesaw.edu/instructional-resources/syllabus-policy.php)

# KSU Student Resources

****

This link contains information on help and resources available to students: [KSU Student Syllabus Resources](https://cia.kennesaw.edu/instructional-resources/syllabus-resources.php)

# Course Schedule

****

*Can be week by week for day by day. Should highlight content covered, assignments, and exams.*

|  |  |  |  |
| --- | --- | --- | --- |
| Week | Content Covered | Assignments | Exams |
| Week 1: Dates |  |  |  |
| Week 2: Dates |  |  |  |
| Week 3: Dates |  |  |  |
| Week 4: Dates |  |  |  |
| Week 5: Dates |  |  |  |
| Week 6: Dates |  |  |  |
| Week 7: Dates |  |  |  |
| Week 8: Dates |  |  |  |
| Week 9: Dates |  |  |  |
| Week 10: Dates |  |  |  |
| Week 11: Dates |  |  |  |
| Week 12: Dates |  |  |  |
| Week 13: Dates |  |  |  |
| Week 14: Dates |  |  |  |
| Week 15: Dates |  |  |  |
| Final Exam Week: Dates |  |  |  |