NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

TERM Course Syllabus

College Name   Department Name

NOTE: Students are responsible for reading, understanding and following the syllabus.

[Note to instructor: Fill out the syllabus according to your course, adjust the format as needed]

Graduate Course Information

Course Name:

Course Number/Section: Credit Hours:

Days and Times *(if applicable)*:   Class Location *(if applicable)*:

Instructor Contact Information

Instructor:

Office Location: Email Address: Office Phone:

Communication

Faculty must notify students of the approximate time and method they can expect to receive an answer to all communications (e.g., email, phone, course messages). Excluding holidays, the response should be provided within 48 hours. The secondary point of contact is the instructor's department chair.

If there is a graduate teaching assistant assigned to work with this course, please include their names(s).

Student Hours

These are times students may visit the professor without an appointment to request the assistance they need. Feel free to copy the fields below, add extra fields or add your times and dates is your preferred format as along as the format is clear and easy to read.

    :   AM ☐ / PM ☐ –   :   AM ☐ / PM ☐

Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐

Course Prerequisites

List the course Prerequisites here.

Course Description

Provide the course description here.

Student Learning Objectives/Outcomes (SLO)

Learning outcomes should be specific, measurable and focused on the content knowledge the students are expected to master and not what the faculty will teach. Learning objectives should be clear and

understandable to students. Feel free to copy the fields below, add extra fields or add your times and dates in your preferred format as along as the format is clear and easy to read.

If the course is a General Education Course, the SLO should be listed and labeled as "General Education."

Required Textbooks and Materials

Any course-level subscriptions and tools linked in Blackboard Learn learning management system (LMS) should be listed here. The Blackboard LMS must have links to their student data privacy statement.

Required Texts:

Required Materials:

Suggested Course Materials

Suggested Readings/Texts:

Suggested Materials:

Grading Policy

Course Grade Scale *[Graduate Level Courses]*

Grade Scale	Letter Grade	Grade Scale	Letter Grade
	A		B-
	A-		C+
	B+		C
	B		F

[Fill out according to your course, department, or college guidelines, adjust format as needed]

Grading Allocation
Describe how grades are determined in a thorough manner.

Note: *[Faculty, please adjust according to your course. This is just an example]: Course grades are based on a weighted grading scale of 100%., the breakdown for the course is as follows:]*

- *Definitions and Discussion Board - 25%*
- *Comprehensive Papers - 25%*

- *Observation Report - 25%*
- *Final Project - 25%*

Course Policies

Use Of Blackboard as The Learning Management System
Blackboard is the primary online instructional and course communications platform. Students can access the course syllabus, assignments, grades, and learner support resources. Students are encouraged to protect their login credentials, complete a Blackboard orientation and log in daily to course.

[Other Course Polices]
Describe all policies specific to your course, e.g. Make-Up Exams, Late Work, Extra Credit, Special Assignments, Homework, Quizzes, Exams, Academic Dishonesty, Attendance/Participation, or Classroom Citizenship, etc. Utilize any headings as needed. Here you could include any common policies that you feel require special mention.

For GRADUATE STUDENTS:
STUDENT RELIGIOUS OBSERVANCE (see 2023-2024 Graduate Catalog https://catalog.ncat.edu/content.php?catoid=4&navoid=131&hl=%22religious%22&returnto=search)

For example:
Make-Up Exams

Extra Credit

Late Work

Special Assignments

Class Schedule [or Course Plan]
Include topics, reading assignments, due dates, exam dates, withdrawal dates, holidays or convocations, etc. Adjust format as needed. Faculty can modify as needed the table below. For example, you may remove the column for the unit learning objective or combine with the Reading/Activity/HW/Exam column.

Date	Subject	Unit Learning Objective/Outcome	Reading, Activity, Homework, Exam

Date	Subject	Unit Learning Objective/Outcome	Reading, Activity, Homework, Exam

* These descriptions and timelines are subject to change at the discretion of the instructor.

Please refer to the Common Policies file for all other University policies.