

College of Business and Entrepreneurship
Course Syllabus
Course Number: Course Name
Semester/Year

Instructor Name:
Office Room Number:
Phone Number:
E-mail:
(Indicate preferred method of contact: phone/email)
Office Hours:

Course Prerequisite

List any course prerequisites. Also, alert students to any special demands (time consuming, heavy math or quantitative content, etc.)

College Policies

An example might be the policy on what courses and grades must be taken prior to taking upper division courses. If none applies, omit this section.

Course Description

From FHSU Course Catalog

Course Materials

List the required text, supplemental reading, workbooks, spreadsheet, laptop, minimum technology/software requirements, scantrons, graph paper, pencils, erasers, calculator, etc. Indicate what is required and what is recommended.

Program Objectives

Put a table in your syllabus that maps the program objectives (MBA or BBA objectives) with the course. List every program objective. If the objective is not covered in the course, state: Not Covered. If the objective is covered, explain how (exams, homework, research papers, cases, oral presentations, Power Point lectures, etc.) This will help students understand why certain assignments are included in the course and will help us with AACSB assessment.

Objective	How Objective will be Evaluated
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Course Objectives

List objectives specific to the course (such as to learn concepts, learn key terms, learn to select and properly use quantitative or analytical tools, develop critical thinking skills, learn to distinguish between facts and assumptions, etc.). A detailed list of learning objectives for each course should exist. You can explain to students where to find that detailed list (Blackboard, for example).

Personal Objectives

List any personal objectives that you have for the course.

Course Delivery and Structure

- Explain how the material will be delivered (through lectures, student participation, group projects, activities, etc.)

Grading and Evaluation

- List the course components: Exams, Quizzes, Homework, etc. If the final exam is comprehensive, clearly state so.
- Include a chart showing the weight and/or total possible points per item (exams, quizzes, homework, etc.)
- Include a chart showing the grade scale (For instance, A (90% - 100%), B (80% - 89.99%), etc.)

Course Policies

- Right to make course changes: Reserve the right to make course changes if necessary, and explain how you will notify students of these changes.
- Makeup policies for exams, quizzes, and homework
- Incomplete grade (I) policy
- Rubrics: If you are using rubrics for oral or written work or for some other purpose, students should see it so they understand how they will be evaluated. You can include the rubrics here or explain to the students where they can be found.
- Policy on Homework Help: Include a statement encouraging students to talk with you if they are experiencing problems or where they can get help for other problems (web sites, toll-free help lines, etc.).

- Midterm Grades: Explain any special provisions regarding how you will issue midterm grades.
- Grade Sheet: If you will post a grade sheet on Blackboard or elsewhere, explain this to students. If you post grade sheets, you should use a system to ensure that student privacy is not compromised—by assigning “personal identification codes” or some similar system.
- Attendance policy: will attendance be taken and will it count for points.
- Policy on use of computers and cell phones in the classroom: What should students bring to class and what uses are appropriate or inappropriate.
- Class participation policy: Is there etiquette that should be observed (raise hand, don’t interrupt, no profanity, etc.).
- Policy on student collaboration: Are students allowed to work together and if so, on what.
- Policy on when instructor expects to return students’ phone calls, answer student’s emails, and grade assignments and exams.
- Any other rules or procedures for the course should be included here.
(This may be the longest section of your syllabus.)

University Policies and Services

- **Academic Honesty:** <http://web.fhsu.edu/universitycatalog/gen/academichonesty.asp>
- **Attendance:** <http://web.fhsu.edu/universitycatalog/gen/classattendance.asp>
- **Withdrawal:** <http://web.fhsu.edu/universitycatalog/gen/withdrawalpolicystatement.asp>
- **Notice of Accessibility and Services for Students with Disabilities:**
 - Fort Hays State University will ensure that no qualified person with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of inaccessibility of education programs and activities operated by Fort Hays State University. To obtain information as to the existence and location of services, activities, and facilities that are accessible to persons with disabilities, contact the Director of the Equal Employment Opportunity Program.
 - <http://www.fhsu.edu/disability/get-access/>
- **Career Services:** <http://www.fhsu.edu/career/>
- **Kelly Center:** <http://www.fhsu.edu/kellycenter/asp/Academic-Help/>
- **Writing Center:** <http://www.fhsu.edu/english/Writing-Center/>
- **Library Services** (for Virtual College Students): <http://www.fhsu.edu/library/distance/>
- **The Learning Commons:** <http://www.fhsu.edu/library/tlc/>
The Learning Commons is a place that helps students to learn the latest software and technologies.
- **CTC HelpDesk:** <http://www.fhsu.edu/ctc/helpdesk/>
The CTC HelpDesk is the focal point for technical assistance, referral information, and access to FHSU computing services. It provides technical support for a variety of tasks, such as accessing systems through the TigerTracks Web portal, using FHSU e-mail, obtaining on-campus Internet access, and purchasing discounted software through the online Software Center