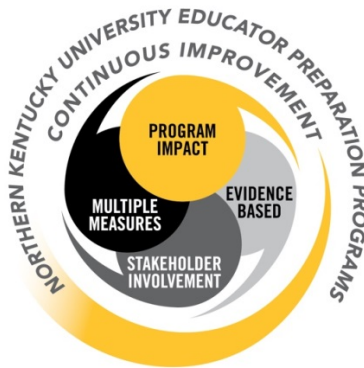


# Evidence 1.2.3 Model Syllabus

## Model Syllabus 2016-17

**\*All information in red should be deleted and/or individualized to meet the needs of the particular course and changed to black ink for the final syllabus.**

**Northern Kentucky University  
College of Education and Human Services  
Course Number, Course Name (as it appears in the catalog), # Credit hours  
Day(s) & Time, Classroom Number  
Semester, Year**



***Learn, Lead, Succeed***

### **Mission**

The College of Education and Human Services plays an important leadership role and collaborates with others in the creation, dissemination, and application of knowledge and research that enhances professional practice and transforms lives, schools, and communities

### **Vision**

The College of Education and Human Services aspires to be known throughout the Commonwealth of Kentucky and region at large as the leader in providing opportunities for engaged learning and applied scholarship that fosters individual growth and collective success.

### **Kentucky Academic Standards (KAS)**

Preparation of Kentucky's students for the demands of the 21<sup>st</sup> century requires districts and schools to prepare every student for successful transition to be College and Career Ready. The Kentucky Academic Standards help ensure that all students throughout Kentucky are provided with common content and have opportunities to learn at high levels. As education candidates complete and implement projects and assignments throughout their education programs at NKU, they will incorporate the components of the [Kentucky Academic Standards](#).

**Professor:**

**Office:**

**Telephone:** You are encouraged not to use your cell phone as syllabi are made available online.

**Office Hours:**  
**Email:**

**Required Textbook and/or Materials:**

**Course Description:** Insert the course description as it appears in the CURRENT university [catalog](#).

**Student Learning Outcomes, Assessment and Standards Alignment** (This table should demonstrate the alignment between measurable student learning outcomes (SLO) for the course, the specific assignments that will be used to assess these SLOs, and the connection to applicable standards.)

Student Learning Outcome	Assessment/ Assignments  KAS Alignment	Kentucky Teacher Standards (Initial) (Advanced) (IECE)	<a href="#">InTASC Standard</a>	Specialized Professional Association (SPA) Standards	<a href="#">PGES Domains</a>
Analyze student data to inform instruction	Teacher Work Sample (KAS PW 2.3)	5.2; 5.4	7	Align to Appropriate SPA Standard	3
Design assessments that appropriately support all students' needs	Assessment Project (KAS PW 2.4)	4.2	8	Align to Appropriate SPA Standard	3

**Course Assignments and Grading**

(Insert a listing of required assignments with a **short description**. Required section in all syllabi.)  
 (Outline the points/percentage possible when calculating the final course grade. Include the grading scale.)

Example:

<u>Assignments</u>	<u>Points (or percentage)</u>
Philosophy Paper	100
Team Plan & Presentation	100
Discussion Board	30
Mid-Term Exam	50
Final Exam	100

**Grading Scale**

(The Department of Teacher Education uses a common grading scale for undergraduate and graduate courses. Choose one or the other as appropriate to the course you are teaching. Other departments should check with their department chair regarding their grading scales.)

<b>Undergraduate Plus – Minus scale</b>		
Letter Grade	% Equal to or Greater than	Grade Point
A	95-100	4.00
A-	93-94.99	3.67
B+	91-92.99	3.33
B	87-90.99	3.00
B-	85-86.99	2.67
C+	83-84.99	2.33

C	77-82.99	2.00
C-	75-76.99	1.67
D+	73-74.99	1.33
D	70-72.99	1.00
F	0- 69.99	0
<b>Graduate Plus – Minus scale</b>		
Letter Grade	% Equal to or Greater than	Grade Point
A	95-100	4.00
A-	93-94.99	3.67
B+	91-92.99	3.33
B	87-90.99	3.00
B-	85-86.99	2.67
C+	83-84.99	2.33
C	77-82.99	2.00
F	0-76.99	0

#### **Undergraduate Courses Only:**

The College of Education and Human Services requires education majors to earn a grade of C or better in all education (EDU & EDS) courses. A grade of C- or lower is not acceptable for program completion.

#### **Undergraduate Courses Only:**

**Mid-term Grade:** Mid-term grades will be posted in myNKU by the deadline established in the [Academic Calendar](#).

**Final Examination Information:** (The final exam schedule is established by the university and is available on the university [Academic Calendar](#). Final exam times should be listed in this section of the syllabus. Since exam week is considered part of the regular semester, all courses should meet for an exam or have another scheduled activity, i.e., class presentation, submit a final paper, etc.)

#### **Course Policies and Procedures**

(This section should include specific procedures for this course (e.g., attendance policy, late work penalties, professionalism, etc. In addition, the following sections are **REQUIRED** by the university.)

**Code of Student Rights and Responsibility:** The Code of Student Rights and Responsibility is designed to ensure that Northern Kentucky University students shall enjoy intellectual freedom, fair and legal treatment, the freedom of speech both on and off campus, freedom of press, the right of peaceable assembly, the right to petition for redress of grievances, the right to a fair hearing of charges made against one, and the right to responsible participation in the university community. Rights imply responsibilities; therefore members of the University community must show both initiative and restraint. The Code is designed neither to be exhaustive nor to encompass all possible relationships between students and the institution. It is incumbent upon students to be aware of University regulations. Ignorance of these regulations does not excuse students from adherence to them. Staff and University officials should endeavor to inform students of University rules, regulations, and policies, whenever the circumstance is applicable. The Undergraduate Student Honor Code is part of the Code of Student Rights and Responsibility. The Graduate Honor Code is at this [link](#).

In addition, students in the education programs must also adhere to the [College of Education and Human Services Code of Ethics](#) and the [Professional Code of Ethics for Kentucky School Certified Personnel](#).

**Credit Hour Policy Statement:** In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours. Estimates of the time required for a typical student to complete course expectations are as follows:

[Insert a course specific outline of time expectations. See samples at the end of the model syllabus.]

**Student Evaluation of Instructor and Course:** Northern Kentucky University takes Instructor and Course Evaluations very seriously as an important means of gathering information for the enhancement of learning opportunities for its students. It is an important responsibility of NKU students as citizens of the University to participate in the instructor and course evaluation process. During the two weeks\* prior to the end of each semester classes, you will be asked to reflect upon what you have learned in this course, the extent to which you have invested the necessary effort to maximize your learning, and the role your instructor has played in the learning process. It is very important that you complete the online evaluations with thoughtfully written comments.

Student evaluations of courses and instructors are regarded as strictly confidential. They are not available to the instructor until after final grades are submitted, and extensive precautions are taken to prevent your comments from being identified as coming from you. Students who complete an evaluation for a particular course (or opt out of doing so in the evaluation) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so in the evaluation) should expect to incur a two week delay in access to his or her course grade beyond the university's official date for grade availability. To complete online evaluations go to <http://eval.nku.edu>. Click on "student login" and use the same USERNAME and PASSWORD as used on campus.

In addition, you should be aware of:

- Evaluations can affect changes in courses. Evaluations without comments are less valuable and less credible than those filled out thoughtfully. Comments that are expressed well are more effective than those that are not.
- Positive feedback is just as important as criticism. Moreover, negative evaluations without any explanation and specifics are not especially useful.
- Once grades are submitted, all evaluations are read not only by the instructor, but also by the instructor's department chairperson.
- Evaluations not only provide feedback to your instructor, but also provide information to the department chair for use in performance evaluations. This information affects reappointments, promotions, salaries, and teaching assignments.

**Accommodations Due to Disability:** Northern Kentucky University is committed to providing reasonable accommodations for all persons with disabilities. The syllabus is available in alternate formats upon request. Students with disabilities: If you are seeking classroom accommodations under the Americans with Disabilities Act, you are required to register with the Disability Programs and Services Office in SU 303. To receive academic accommodations for this class, please obtain the proper DPS forms and meet with me at the beginning of the semester. More information on Disability Services can be found at <http://disability.nku.edu>.

## **Bibliography**

(Include a CURRENT list of books, articles, etc. that are relevant to the course. Required section.)

Schimmel, D., Fischer, L., &Stellman, L. (2008).*School law: What every educator should know*. Boston: Pearson, Allyn & Bacon.

Weinstein, C., & Novodvorsky, I. (2011).*Middle and secondary classroom management: Lessons from research and practice* (4<sup>th</sup>ed.). New York: McGraw-Hill.

### Tentative Course Schedule

Date	Topic	Reading	Assignments Due
8/23	Introductions / Course Overview		
8/30	Curriculum standards and teaching	<b>Text:</b> Chapter 1	
9/6	Theories of curriculum	<b>Text:</b> Chapter 2	Philosophy Paper
Etc.			

**Time expectation EXAMPLES provided by the university.  
The credit hour policy statement and time expectations section of the syllabus is  
required by the University for SACS accreditation.  
Delete these EXAMPLES from the final syllabus.**

***Example 1: Face-to-face.** The following provides an example of a fictional face-to-face 3-credit hour course. Faculty shall develop appropriate assignment categories and time allocations to reach the minimum course time expectations.*

In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

Estimates of the time required for a typical student to complete course expectations are as follows:

In-Class: 3 days x 50 minutes x 15 weeks	= 37.5 Hours (2250 minutes)
Readings: 15 chapters x 3 hours each	= 45.0 Hours
Assignments: 8 assignments x 2 hour each	= 16.0 Hours
Group Projects: 3 x 4 hours each	= 12.0 Hours
<u>Final project and oral presentation</u>	<u>= 25.0 Hours</u>
<b>Total</b>	<b>= 135.5 Hours</b>

**Example 2: On-line.** The following provides an example of a fictional on-line 3-credit hour course. Faculty shall develop appropriate assignment categories and time allocations to reach the minimum course time expectations.

In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

Estimates of the time required for a typical student to complete course expectations are as follows:

Online Communication with instructor: 1 hour x 15 weeks	= 15.0 Hours	Required Text
Readings: 15 chapters x 2 hours each	= 30.0 Hours	Online
PowerPoints/Podcasts: 9 x 2 hours each	= 18.0 Hours	Homework
Assignments: 15 assignments x 1 hour each	= 15.0 Hours	
Discussion Board Responses: 1 per week x 1 hour each	= 15.0 Hours	
Group Project: 3 x 6 hours	= 18.0 Hours	
<u>Preparation and submission of final project</u>	<u>= 24.0 Hours</u>	
<b>Total</b>	<b>= 135.0 Hours</b>	

**Example 3: Student Teaching.** The following provides an example of a fictional 2-credit hour professional practicum (student teaching) course. Faculty shall develop appropriate assignment categories and time allocations to reach the minimum course time expectations.

In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

Estimates of the time required for a typical student to complete course expectations are as follows:

Assigned Practicum Site Expectations (6 hrs/wk x 15 wks)	= 90.0 Hours
Reflections posted to Blackboard (4)	= 4.0 Hours
Observations (3)	= 9.0 Hours
<u>Portfolio</u>	<u>= 12.0 Hours</u>
<b>Total</b>	<b>= 115.0 Hours</b>

**Example 4: Co-op.** The following provides an example of a fictional 3-credit hour co-operative education course. Faculty shall develop appropriate assignment categories and time allocations to reach the minimum course time expectations.

In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

Estimates of the time required for a typical student to complete course expectations are as follows:

Hours Worked (20 hrs/wk x 15 wks)	=	300.0 Hours
Weekly Log Book	=	15.0 Hours
Final Paper	=	2.0 Hours
<b>Total</b>	=	<b>317.0 Hours</b>

**NOTE:**

As indicated in the policy, there is a **minimum** expectation for two hours of out-of-class student work for every one hour (50 minutes) of class time. This equates to the following total minimum course time expectation for all academic activities:

- 1 credit hour = 45 hours minimum
- 2 credit hours = 90 hours minimum
- 3 credit hours = 135 hours minimum
- 4 credit hours = 180 hours minimum
- 5 credit hours = 225 hours minimum
- 6 credit hours = 270 hours minimum