



**Course Syllabus:**

[Course Title]  
[Course Code, Section #]  
[Course Room]  
[Course Days, Time, Semester]

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**Instructor:** [Name and Rank]  
**Office:** [Kelce Room #]  
**Hours:** [Times and Days – must be accessible]  
**Phone:** [Office # and others if appropriate]  
**E-mail:** [Official Pitt State address]

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**Textbook**

[Title, edition, and authors; list other required and optional resources including online]

Insert  
graphic  
image of  
textbook  
cover

**Catalog Course Description**

[From most recent edition of university catalog]

**Prerequisites**

[As described in catalog; provide information on any other curriculum issues regarding course]

**Course Objectives / Learning Outcomes**

[List specific objectives and measurable outcomes]

**General Education Goals**

[If course satisfies Gen Ed requirements, provide approved course goals]

**Course Outline**

[Provide timeline of topics to be covered and specific dates if known]

**Teaching Methods**

[Describe instructional pedagogy]

## **Canvas**

[Describe how the learning management system is to be used]

## **Attendance Policy**

[Provide requirements and expectations; list any rewards or sanctions]

[Discuss your policy here for meeting (or not meeting) for snow or other campus closures. For example: There is always the possibility of us needing to meet remotely due to weather or other reasons – I plan for these to be *synchronous* unless otherwise noted.]

## **Classroom Conduct**

[Provide classroom rules of behavior and use of electronic devices; define any sanctions]

## **Academic Integrity**

All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics as outlined below.

Students pledge to:

- Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.
- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- Refrain from class disturbances.
- Refrain from use of profane or vulgar language in a threatening or disruptive manner.
- Treat fellow students, staff, faculty, administrators, and property with respect.
- Refrain from giving or receiving inappropriate assistance.
- Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work.
- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.
  
- If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

## **Students with Disabilities**

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

## **Course Evaluation Methods**

[University requirement; describe major assignments, projects, and testing; explain course grading procedures and policies in detail]

## **Faculty Notification of Student Academic Progress**

[Provide a statement about how students may access course grades or course progress. Indicate when and how often students are to be notified of their grades or progress in the course. For example: You'll be able to track your progress and grades in this course through the Canvas gradebook. I anticipate grading your work within one week of the assignment due date. I participate in the Navigate progress reporting system and will report midterm grades as well.]

## **Notes**

Please see PSU's Syllabus Supplement for this semester, available through the Registrar's Office at <https://www.pittstate.edu/registrar/syllabus-supplement.html>.

The instructor reserves the right to amend and to reorganize this syllabus at any time. You will be notified if this occurs.