Fall 2023 SYLLABUS CHECKLIST

1. _____ Course number with prefix, title, CRN, and section number (Ex.: *MATH 10041-800 CRN-12345 INTRODUCTORY STATISTICS*)

2. _____ Semester and year of this course offering

3. _____ Instructor name and contact information (phone number, Email address). There should be some way that students can get in touch with the instructor.

4. _____ Statement of course learning outcomes and expectations. Some departments call these "objectives", some call them "learning outcomes". These learning outcomes must appear on the syllabus, per the Higher Learning Commission.

5. _____ Statement for courses that fulfill university requirements: Kent Core, diversity, writing-intensive, and the experiential learning requirement. Suggested wording:

   For Kent Core courses: This course may be used to satisfy a Kent Core requirement. The Kent Core as a whole is intended to broaden intellectual perspectives, foster ethical and humanitarian values, and prepare students for responsible citizenship and productive careers.

   For Diversity courses: This course may be used to satisfy the University Diversity requirement. Diversity courses provide opportunities for students to learn about such matters as the history, culture, values and notable achievements of people other than those of their own national origin, ethnicity, religion, sexual orientation, age, gender, physical and mental ability, and social class. Diversity courses also provide opportunities to examine problems and issues that may arise from differences, and opportunities to learn how to deal constructively with them.

   For WIC courses: This course may be used to satisfy the Writing Intensive Course (WIC) requirement. The purpose of a writing-intensive course is to assist students in becoming effective writers within their major discipline. A WIC requires a substantial amount of writing, provides opportunities for guided revision, and focuses on writing forms and standards used in the professional life of the discipline.

   For ELR courses: This course may be used to fulfill the university's Experiential Learning Requirement (ELR) which provides students with the opportunity to initiate lifelong learning through the development and application of academic knowledge and skills in new or different settings. Experiential learning can occur through civic engagement, creative and artistic activities, practical experiences, research, and study abroad/away.

6. _____ Required and optional textbooks and materials. Please include the name of the book, author, publisher, edition, etc.

7. _____ Course prerequisites, including a statement that students in the course who do not have the proper prerequisites risk being deregistered from the class.

8. _____ Statement on enrollment/official registration. Suggested wording:

The official registration deadline for this course is _____(insert last date to add the course – see link* below). University policy requires all students to be officially registered in each class they are attending. Students who are not officially registered for a course by published deadlines should not be attending classes and will not receive credit or a grade for the course. Each student must confirm enrollment by checking his/her class schedule (using Student/Dashboard/Today's Class Schedule [View Full Schedule] menu in FlashLine) prior to the deadline indicated. Registration errors must be corrected prior to the deadline.

9. _____ General class calendar indicating the lecture topics, including important dates and deadlines for assignments, tests, and/or projects.

10. _____ The course withdrawal deadline is _____(insert last date to withdraw – see link* below).

11. _____ Clear statement of grading policy and grade distribution/percentages for all class requirements.

12. _____ Statement concerning cheating and plagiarism. Should include as much detail as the instructor wants. Suggested wording:

University policy 3-01.8 deals with the problem of academic dishonesty, cheating, and plagiarism. None of these will be tolerated in this class. The sanctions provided in this policy will be used to deal with any violations. If you have any questions, please read the policy at http://www.kent.edu/policyreg and/or ask.

13. _____ Statement regarding students with disabilities.

University policy 3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Jennifer Greer, Student Accessibility Services Coordinator, at (330) 308-7476 or at tuscsas@kent.edu.

14. _____ Diversity, Equity, and Inclusion statement.

Kent State University is committed to the creation and maintenance of equitable and inclusive learning spaces. This course is a learning environment where all will be treated with respect and dignity, and where all individuals will have an equitable opportunity to succeed. The diversity that each student brings to this course is viewed as a strength and a benefit. Dimensions of diversity and their intersections include but are not limited to: race, ethnicity, national origin, primary language, age, gender identity and expression, sexual orientation, religious affiliation, mental and physical abilities, socio-economic status, family/caregiver status, and veteran status.

15. _____ Statement on campus recycling.

As global citizens, it is our responsibility to care for the planet. Recycling is one of the easiest and most effective ways to combat climate change, and we welcome your assistance. Kent State Tuscarawas has paper recycling bins and mixed recycling bins in multiple campus locations; please make sure that cardboard, cans, glass, and plastic jugs are clean and empty before you place them in bins. Please do NOT put electronics, food, liquids, clothing, garbage, or plastic bags in the recycling bins.

Mixed Recycling Container Locations
Founders Hall
- Student Union (2 containers)
- Cyber Café (A201)
- Vending Area (F102)
- Faculty Lounge

Science & Technology
- Vending/Lounge Area (ST200M)
- Room ST126
- Study Lounge (ST210)
- Nursing Lab
- Conference Room 107/113

PAC
- Lobby Area

Paper Recycling Bin Locations
Founders Hall
- Faculty Workroom (B125)
- Engineering Computer Lab (H109)

S&T
- Faculty Workroom (ST168)

16. _____ Statement on religion related class absences.

The University welcomes individuals from all different faiths, philosophies, religious traditions, and other systems of belief, and supports their respective practices. In compliance with University policy and the Ohio Revised Code, the University permits students to request class absences for up to three (3) days, per term, in order to participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Students will not be penalized as a result of any of these excused absences.

The request for excusal must be made, in writing, during the first fourteen (14) days of the semester and include the date(s) of each proposed absence or request for alternative religious accommodation. The request must clearly state that the proposed absence is to participate in religious activities. The request must also provide the particular accommodation(s) you desire.

You will be notified by me if your request is approved, or, if it is approved with modification. I will work with you in an effort to arrange a mutually agreeable alternative arrangement. For more information regarding this Policy you may contact the Student Ombuds (*ombuds@kent.edu*).

17. _____ Class and/or instructor specific policies.

*For registration and withdrawal deadlines, enter the requested information for a Detailed Class Search from the Schedule of Classes search found at:

https://keys.kent.edu:44220/ePROD/bwlkffcs.p_adv_unsecure_sel_crse_search

After locating your course, click on the Registration Deadlines link on the far right-hand side of the listing.