# **SYLLABUS TEMPLATE Guidelines**

# **Johns Hopkins University**Course TitleCourse Number and Section

# semester and year

Instructor(s): *Name
Phone Number (and time[s] when you can be reached)
JHU E-mail Address*

Credit Hours: *Insert number of credits*

Class Times: *Insert day(s) and time(s)or indicate if it is online or blended*

Course Location: Optional

Course Prerequisite (s):

Course Description: *This should be taken from SIS*

## Course Learning Objectives

* List the Learning objectives associated with the course (CLOs).
* These course-level educational objectives should align with program-level educational objectives.
* Each course educational objective needs to have a corresponding assessment of student learning with a scoring guide (rubric).

***Note to Instructor:*** *Please consult with the program director regarding which Learning objectives should be included in your course.*

*Please fill in the table below:*

| **Course Learning Objectives** | **Assessment/Assignment** |
| --- | --- |
| **Learning Objectives from the Program**  |  |
| At the end of this course participants will be able to: |  |
|  |  |
|  |  |
|  |  |

## Required Text and Other Materials

E*nter required and/or recommended text(s) and other materials. If no text is required, please indicate this on the syllabus.*

## Evaluation and Grading

*Indicate the basis for determining course grades and the relative weight of each assignment, exam, etc.* ***Students should have a clear understanding of grading requirements and criteria for letter grades****.*

### ***For Example:***

*Attendance and participation in class discussion (20%)
Theory Paper (20%)
Mid-term Exam (20%)
Research Project (20%)
Final Exam (20%)*

Grading Scale

(*The grading scale is determined by the university. Instructors should assign point values or % ranges for each of the grades listed below*.)

A =
B+ =
B =
B- =
C+ =
C =
C- =
F =

## Course Outline

*Indicate dates, topics, and assignments for each class session. Follow the standard JHU credit hour class length model* [*(JHU Credit Hour Policy*](https://www.jhu.edu/assets/uploads/2014/09/CreditHourPolicy.pdf)*).*

| **Session** | **Educational Objectives** | **Activities & Resources** | **Assignments/Assessments** |
| --- | --- | --- | --- |
| **Session 1:****Title***Month Day – Month Day* |  |  |  |
| **Session 2:****Title***Month Day – Month Day* |  |  |  |
| **Session 3:****Title***Month Day – Month Day* |  |  |  |
| **Session 4:****Title***Month Day – Month Day* |  |  |  |
| **Session 5:****Title***Month Day – Month Day* |  |  |  |
| **Session 6:****Title***Month Day – Month Day* |  |  |  |
| **Session 7:****Title***Month Day – Month Day* |  |  |  |
| **Session 8:****Title***Month Day – Month Day* |  |  |  |

## Policy Statements

[***Note to Instructor:*** *The following policy statements/web links must be included on all syllabi exactly as written below (unless otherwise indicated)*.] These are automatically populated in the AEFIS Syllabus tool.

### **Academic Conduct**

All JHU students assume an obligation to conduct themselves in a manner appropriate to the Johns Hopkins University’s mission as an institution of higher education and with accepted standards of ethical and professional conduct. Students must demonstrate personal integrity and honesty at all times in completing classroom assignments and examinations, in carrying out their fieldwork or other applied learning activities, and in their interactions with others. Students are obligated to refrain from acts they know or, under the circumstances, have reason to know will impair their integrity or the integrity of the University. Refer to the website for more information regarding the academic misconduct policy.

If you use Turnitin or any other plagiarism detection tool add the following: Please note that student work may be submitted to an online plagiarism detection tool at the discretion of the course instructor. If student work is deemed plagiarized, the course instructor will follow the policy and procedures governing academic misconduct.

### **Attendance/Participation**

Participation in lectures, discussions, and other activities is an essential part of the instructional process. Students are expected to attend class regularly. Students who expect to miss a class should inform their instructor ahead of time. (Modify to fit your school’s need)

*If instructors wish to specify their own course-specific attendance/ participation policy, they should clearly detail the specific expectations regarding student attendance/participation, including (but not limited to) the following:*

* *Definition of an “authorized” vs. “unauthorized” absence from class.*
* *Details of the penalty (if any) for an “unauthorized” absence from class.*

*Please note that if an instructor wishes to employ an attendance/participation policy in which students are penalized for unauthorized absences—for example, through the deduction of points awarded for class participation or a reduction in a letter grade—the specific consequences for missing a class (or classes) must be clearly communicated to the students.*

### **Accommodations for Students with Disabilities**

If you are a student with a documented disability who requires an academic adjustment, auxiliary aid or other similar accommodations, please contact (Name of the disabilities person in your division in the Disability Services Office at 410-516-XXXX or via email at (state email here).

(For more information please visit the (link to your disabilities services website).

### Diversity

The Johns Hopkins Name of School defines diversity as follows:

Put your diversity statement here.

### **Student Conduct Code**

The fundamental purpose of the Johns Hopkins University’s (the “University” or “JHU”) regulation of student conduct is to promote and to protect the health, safety, welfare, property, and rights of all members of the University community as well as to promote the orderly operation of the University and to safeguard its property and facilities. As members of the University community, students accept certain responsibilities which support the educational mission and create an environment in which all students are afforded the same opportunity to succeed academically.

For a full description of the code please visit the following Website: <https://studentaffairs.jhu.edu/policies-guidelines/student-code/>

## Course Evaluation

(modify as needed) Please remember to complete an online course evaluation survey for this course. These evaluations are an important tool in the ongoing efforts to improve instructional quality and strengthen programs. The results of the course evaluations are kept anonymous – your instructor will only receive aggregated data and comments for the entire class. An email with a link to the online course evaluation form will be sent to your JHU email address close to the end of the semester. (*Please note that if a course has fewer than three enrolled students, we will not conduct an online course evaluation survey for the course*.)

## Bibliography Optional

*Include a list of resources and readings that are pertinent to the course content.*