CONHI Syllabus Templates

Introduction

The CONHI Syllabus Template was created to provide our students with a consistent syllabus that includes the critical information about the course and related policies. The syllabus is designed to contain key ASU policies, CONHI policies, and principles of Quality Matters.

The Undergraduate Programs template was presented by the Undergraduate Curriculum Committee and approved by the Undergraduate Faculty Forum in February 2015. The Graduate Programs template was presented by the Graduate Curriculum Committee and approved by the CONHI Faculty Assembly in February 2016. Prior to the start of the fall and spring semesters, Academic Innovation reviews the links included in the syllabus template to ensure that they are current.

Accessing the template

- Go to http://links.asu.edu/CONHI-templates
- Select the appropriate program (Undergraduate or Graduate)
- Download the appropriate syllabus template for your course type:
  - Combined and Annotated – This document contains most of the verbiage of the versions listed below. In addition, it is annotated as to the source and purpose for the various sections of the syllabus template. We recommend reviewing this annotated document prior to downloading and updating a specific template for your course type.
  - F2F 7-week – Use this version if you are teaching a face-to-face A or B session course during the Fall and Spring semesters
  - F2F 15-week – Use this version if you are teaching a face-to-face C session course during the Fall and Spring semesters
  - Hybrid 15-week – Use this version if you are teaching a hybrid (course with reduced seat time) C session course during the Fall and Spring semesters
  - iCourse 7-week – Use this version if you are teaching an online A or B session course during the Fall and Spring semesters
  - iCourse 15-week – Use this version if you are teaching an online C session course during the Fall and Spring semesters
  - Note – If none of these templates meet your needs, please contact Academic Innovation and we can assist you by developing a template for your course type

Using the template

- Within the syllabus template, complete the following sections:
  - Faculty Information
  - Course Information
  - Course Materials
  - General Topic Schedule
  - Course Grading
- Review the following sections to ensure alignment with your instructional policies, and please edit if necessary:
  - Communicating With the Instructor
  - Campus Network or Blackboard™ Outage
  - Course Time Commitment
  - Late or Missed Assignments
  - Submitting Assignments