**Bemidji State University**

Course Number: Course Title

Course Credits

[Course number and title must match the proposal form or current catalog]

**Contact Information:**

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Description:**

[Course description must match the course change/proposal form and/or course catalog.]

**Prerequisites/Co-Requisites:**

[This section removed if course does not require prerequisites or co-requisites.]

**Liberal Education Goal Areas:**

[This section removed if not a course that meets a liberal education goal area(s).]

**Textbooks/Materials:**

[Include textbooks and materials. (If there are no textbooks required for the class, indicate that here as well.)]

**Grades:**

[Identify how assignments/course work will be graded (points, percentages, etc.); Include a rubric identifying what point number or percent corresponds with a letter grade; If the course is cross-level (i.e., graduate and undergraduate students can take the same course), additional expectations for graduate student work MUST be included, as well as a grading scale for both graduate student grades and undergraduate student grades.]

**Learning Outcomes:**

Students will:

**Major Content Areas:**

**Outline/Assignments:**

**Topics/Schedule:**

[List the topics covered in the class by week (example below), by class dates, or by another means which communicates material covered during the semester.]

|  |
| --- |
| **Week: Topic:** |
| Week 1  |
| Week 2  |
| Week 3  |
| Week 4  |
| Week 5  |
| Week 6  |
| Week 7  |
| Week 8  |
| Week 9  |
| Week 10  |
| Week 11  |
| Week 12  |
| Week 13  |
| Week 14  |
| Week 15  |
| Week 16  |

**Time expectations:**

[State the number of hours a student should expect to work outside of class.]

|  |  |  |
| --- | --- | --- |
| Instruction Delivery Mode  | Hours of in class “Seat Time” per credit  | Expected hours of course work outside of class per credit  |
| Lecture  | 1 hour/credit/week for 15 weeks  | 2 hours/credit/week for 15 weeks  |
| Lab  | 2 hours/credit/week for 15 weeks  | 1 hours/credit/week for 15 weeks  |
| Internships/Practicums  | 3 hours/credit/week for 15 weeks  | As required  |
| Online  | 3 hours/credit/week for 15 weeks  |

Hybrid courses and courses offered in condensed formats need to make appropriate adjustments. See Minnesota State Policies/Procedure 3.36/3.36.1

**Academic Integrity:**

[Include BSU’s academic integrity statement as found below.]

BSU students are expected to practice the highest standards of ethics, honesty and integrity in all of their academic work. Any form of academic dishonesty (e.g., plagiarism, cheating and misrepresentation) may result in disciplinary action. Possible disciplinary actions may include failure for part or an entire course as well as suspension from the University. It is suggested that students review BSU’s statement on academic integrity found within the Student Code of Conduct.

**Disruptive Behavior in the Classroom:**

We at Bemidji State University believe the classroom is an environment where civility, human dignity and respect is maintained. Any variation from this for example yelling or saying profanity at an instructor or another person in the classroom, or any other loud, lewd, belligerent or obnoxious behavior resulting in a disruption from teaching, and learning are violations of the Code of Conduct and will not be tolerated. If this occurs, you will be asked to leave the classroom not to return until you meet with the University Conduct Officer and you could be subject to a judicial hearing.

**Extended Leave Procedure:**

If student has to be away from class from an extended period of time (more than two class sessions) for medical emergencies or a funeral, you are asked to contact the Student Life and Success Office where a leave notice will be given to your faculty. This notice informs the faculty of your departure and return date back to campus. This leave does not absolve you from any assignment you have due during your leave. You are to make arrangements with your instructors of when to complete any assignments due during the leave period. You can complete a leave form as this website <https://www.bemidjistate.edu/offices/student-life-success/extended-absence/>

**Students with Special Needs:**

[Include a statement on student accommodations and accessibility. The appropriate contact information is included below.]

BSU is committed to making all educational programs, course materials, services and activities sponsored by the University accessible to individuals with disabilities. Students requesting accommodations due to a disability or other need for access should contact Accessibility Services as soon as possible.  Accessibility Services is located at Decker Hall 202.  PH: 218.755.3883 or email: accessibility@bemidjistate.edu.  This information is also available through Minnesota Relay Services at 800.627.3529.

**Tutoring:**

[Consider including a statement on tutoring availability]

BSU’s Student Success Center is your first stop if you are wishing to improve your academic skills and excel in your classes. Services include academic advising and tutoring, peer tutoring, and additional resources. The center is located at Decker Hall 202.

**Tutor.com:**

[Consider including a statement on tutoring availability including information on Tutor.com]

The Minnesota State system has updated the online tutoring service available to our students.  We are now partnering with Tutor.com to offer 24/7 online tutoring, which will connect students with an expert tutor for extra assistance one-on-one. Online tutoring services can be accessed through the main page in D2L and your course page, by clicking on the tutor.com link, located in the “HelpLinks” menu.

All students will receive 15 hours of tutoring at no cost.  Tutoring services cover a variety of subject areas including math, writing, accounting, economics, biology, languages and nursing.  Additional time may be purchased by students directly through tutor.com.

**Mental Health and Counseling:**

[Consider including a statement on availability of mental health and counseling services available to students. The appropriate contact information is included below.]

Students may experience mental health concerns or stressful events that may lead to diminished academic performance. The Student Center for Health & Counseling is available to assist you with concerns and can include stress relief services. They can be reached in Cedar Hall, First Floor. Phone: (218) 755-2053.

**Campus Safety Statement**:

[Consider including a statement on information for student safety and services available to students. The appropriate contact information is included below.]

It is the right of every student to feel safe in their classes and on campus. If someone is preventing you from feeling safe at BSU, and/ or if you have been a victim of harassment and/ or sexual violence, affirmative action measures are available for you. If you are in an emergency situation, call 911. If you are in a non-emergency situation, contact Public Safety and/ or the Office of Equal Opportunity & Affirmative Action by phone or email. At BSU, student safety is a top priority and all harassment and discrimination complaints will be handled promptly at your discretion.

* Discrimination/Harassment Complaint Form: <https://www.bemidjistate.edu/offices/affirmative-action/wp-content/uploads/sites/49/2017/03/Discrimintation-Harassment-Complaint-form.pdf>
* Sexual Misconduct/ Violence Form: https://cm.maxient.com/reportingform.php?BemidjiStateUniv&layout\_id=7
* Public Safety: 218-755-3888
* Office of Equal Opportunity & Affirmative Action: By e-mail at affirmativeaction@bemidjistate.edu or 218-755-4121

**Accessibility statement:**

[Include the statement below.]

Upon request this document can be made available in alternate formats. Please contact Accessibility Services at 755-3883.