

SFA Core Curriculum Course Syllabus Guidelines

Please include the following elements in all course syllabi. This document is not intended to be a template, but rather a listing of the items that must be included in your syllabus for compliance with federal, state, SACSCOC, and SFA standards. You may include additional information as appropriate for your course and discipline. For all undergraduate courses, state law requires the posting of the syllabus online along with your updated CV by the 7th day after the 1st day of class. Please send your syllabus and updated CV in a timely manner to your department chair to make sure they are posted.

Course Title Course Number and Section

Name:
Email:
Phone:
Office:
Office Hours:
Department:
Class meeting time and place:

Course Description

Course Title Course Number and Section

Provide the course description from the current Undergraduate Bulletin or Graduate Bulletin including any prerequisites and co-requisites.

Course Contact Hours and Study Hours

Justify why this course merits the number of credit hours assigned to it. Please keep in mind that, under federal financial aid eligibility requirements, SFA policy 5.4 defines the credit hour as “(1) Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time, or (2) at least an equivalent amount of work as outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.” So, for instance, a 3 credit hour face-to-face course in the fall term should approximate 3 hours of classroom time/direct instruction and at least 6 hours of out-of-class work per week. Online or hybrid courses should employ various strategies for creating student-professor contact and are held to the same standard for contact hours and out-of-class work as face-to-face classes.

Program Learning Outcomes

List the program learning outcomes addressed in this course as identified in the course matrix for your degree program. If your department requires a listing of all Program Learning Outcomes (PLOs) on the syllabus, please identify those that are directly taught in this course.

Student Learning Outcomes

List all student learning outcomes (SLOs) for this course. The SLOs should build on the PLOs above. In general, SLOs in a course are specific and include the exact knowledge, skill or behavior taught in the course in support of the more global PLOs. For additional information on meaningful and measurable learning outcomes see the assessment resource page

<http://www.sfasu.edu/assessment>.

General Education Core Curriculum

The Texas Higher Education Coordinating Board has identified six core learning objectives: Critical Thinking Skills, Communication Skills, Empirical and Quantitative Skills, Teamwork, Personal Responsibility, and Social Responsibility. SFA is committed to the improvement of its general education core curriculum by regular assessment of student performance on these six objectives.

By enrolling in [**COURSE NAME HERE**] you are also enrolling in a Core Curriculum Course that fulfills the [**INSERT CORE OBJECTIVE COMPONENT**] requirement.

The chart below indicates: (a) The core objectives that are required to be taught in this course per the Texas Higher Education Coordinating Board (THECB), (b) How the required core objectives will be addressed.

Include only the core objectives that must be addressed by this course in the first column. Examples of the things that can be included in the final column are: Specific assignments, class module(s), chapter(s), strategies, activities, and/or techniques that address the core objectives.

Core Curriculum Objective Table

Core Objective	Definition	How the Core Objective Will be Addressed.
Critical Thinking Skills	To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.	
Communication Skills	To include effective development, interpretation and expression of ideas through written, oral, and visual communication.	
Empirical and Quantitative Skills	To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.	
Teamwork	To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.	
Personal Responsibility	To include the ability to connect choices, actions and consequences to ethical decision-making.	
Social Responsibility	To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.	

Text and Materials

List all required and supplemental materials.

Course Requirements

Describe the major course requirements, assignments, examinations, and projects in some detail.

Course Calendar

*Create a timeline for the course. At a minimum, list the topics the course will cover, the week(s) they will be discussing, and the major assignments. It is strongly recommended (**and would be helpful to your students**) to list further details, such as readings and other out-of-class preparatory work they will be expected to do. Per SFA policy 5.4, your schedule should reflect that there is (1) an amount of student work per credit hour that reasonably approximates not less than one hour of class or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks over a long semester, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.*

If this course is Core Curriculum course, The course calendar should indicate where the required core curriculum objectives are addressed.

Grading Policy

Describe how the grade for the course is determined.

Updated: February 2023

Attendance Policy

State your attendance policy.

Academic Integrity (4.1) *Please copy and paste the following information regarding Academic Integrity into your syllabus. In addition, you may include your guidelines for academic integrity as appropriate.*

Academic integrity is the responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways, including instruction on the components of academic honesty and abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty

Please copy and paste the following information regarding Academic Dishonesty into your syllabus.

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are: (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or

another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit. Please read the complete policy at <http://www.sfasu.edu/policies/student-academic-dishonesty-4.1.pdf>.

Withheld Grades Semester Grades Policy (5.5) *Please copy and paste the following information regarding Withheld Grades into your syllabus. Add additional information as needed to meet your departmental or course needs.*

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the coursework because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course to compute the grade point average. For additional information, go to <https://www.sfasu.edu/policies/course-grades-5.5.pdf>.

Students with Disabilities

Please copy and paste the following statement and place it in your course syllabus.

To obtain disability-related accommodations, alternate formats, and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services promptly may delay your accommodations. For additional information, go to <http://www.sfasu.edu/disabilityservices/>.

Please copy everything below and paste it into your course syllabus.

Student Wellness and Well-Being

SFA values students' overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students' mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources: The Dean of Students Office (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents 936.468.7249 dos@sfasu.edu

SFA Human Services Counseling Clinic Human Services, Room 202
www.sfasu.edu/humanservices/139.asp 936.468.1041

The Health and Wellness Hub "The Hub" Location: corner of E. College and Raguet St.
www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

Crisis Resources:

- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- Crisis Text Line: Text HELLO to 741-741