

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

Provide the course description from the current General Bulletin including any pre-requisites and co-requisites.

Include a course credit hour justification.

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, projects.

Course Calendar

Create a timeline for the course. At a minimum, list the topics that the course will cover, the week(s) they will be discussed, and the major assignments. It 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. So, for instance, a 3-credit hour face-to-face course in the fall or spring term should approximate 150 minutes of classroom time/direct instruction and at least 6 hours of out-of-class work per week for fifteen weeks.

If this is a 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.

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 own guidelines for academic integrity as appropriate.

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

Definition of Academic Dishonesty

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 course work 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 for the purpose of computing the grade point average.

Students with Disabilities

Please copy the following statement and paste into 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 in a timely manner may delay your accommodations. For additional information, go to <http://www.sfasu.edu/disabilityservices/>.

Mental Health and Wellness

Please copy and paste the following information into your course syllabus.

SFA values students' mental health and the role it plays in academic and overall student success. 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:

SFA Counseling Services

www.sfasu.edu/counselingservices

Rusk Building, 3rd Floor

936.468.2401

SFA Human Services Counseling Clinic

www.sfasu.edu/humanservices/139.asp

Human Services, Room 202

936.468.1041

Crisis Resources:

Burke 24-hour crisis line: 1.800.392.8343

Suicide Prevention Lifeline: 1.800.273.TALK (8255)

Crisis Text Line: Text HELLO to 741-741