**SFA Course Syllabus Guidelines—Non-Core Course**

Please include the following elements in all non-core course syllabi beginning with the ***Spring 2019 semester***. This document is not intended to be a template, but rather a listing of the items that need to 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 posting 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 promptly 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 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,* [*HOP policy 02-207*](https://www.sfasu.edu/docs/hops/02-207.pdf) *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 (PLOs) this course addresses. Program-level learning outcomes (PLOs) are measurable statements that define the specific knowledge, skills, abilities and habits of mind that we expect our students to master upon completion of our programs. Inclusion of PLOs in the syllabus is optional.*

**Student Learning Outcomes**

*List all student learning outcomes (SLOs) for this course. Student learning outcomes (SLOs) are measurable statements that define the specific knowledge, skills, abilities and habits of mind that we expect our students to master upon completion of our courses*.

**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* [*HOP policy 02-207*](https://www.sfasu.edu/docs/hops/02-207.pdf)*, 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.*

**Grading Policy**

*Describe how the grade for the course is determined.*

**Attendance Policy**

*State your attendance policy.*

**Student Syllabus Resources**

*Direct students to this URL for additional policies and information:* [*https://www.sfasu.edu/student-syllabus-resources*](https://www.sfasu.edu/student-syllabus-resources)

Information on the following is available at [Student Syllabus Resources](https://www.sfasu.edu/student-syllabus-resources):

* Institution Absences (HOP 04-110)
* Academic Integrity (HOP 04-106)
* Withheld Grades Semester Grades Policy (HOP policy 02-206)
* Students with Disabilities and Disability Services
* Student Wellness and Well-Being
* Additional Campus Resources
* Crisis Resources