

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 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 Undergraduate Bulletin or Graduate Bulletin including any pre-requisites and co-requisites.

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, including the core curriculum objectives and the course specific student learning outcomes. 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>.

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 that the course will cover, the week(s) they will be discussed, and the major assignments. It is strongly recommend (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. 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. Please inform your students of the amount of out-of-class work you expect them to do and the minimum time requirement it will take to accomplish the work successfully.

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. For additional information, go to <http://www.sfasu.edu/policies/course-grades-5.5.pdf>.

Students with Disabilities

Please copy and paste the following statement and place 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 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 Service

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: 1.800.392.8343S

Suicide Prevention Lifeline: 1.800.273.TALK (8255)

Crisis Text Line: Text HELLO to 741-741