

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, 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 (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 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.*

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 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.

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

www.sfasu.edu/thehub

936.468.4008

thehub@sfasu.edu

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)
- johCrisis Text Line: Text HELLO to 741-741