

ELEMENTS TO BE INCLUDED IN A SYLLABUS

[Items marked by an asterisk (*) are optional. All other items are required.]

Course number and name

Catalog description, including prerequisites

***General education requirements**

Name of instructor, academic rank, office location, phone and fax numbers, email address

***Website location, if available**

Office hours

Course learning objectives

Required and optional textbook(s), including ISBN (or if not available: the author, title, publisher and copyright date) and retail price information

***Suggested readings**

***Useful website locations for study and/or research materials**

***Student learner outcomes**

Method(s) of evaluation and grading procedures

Policies for attendance, excused absences, make-up exams, late assignments, early final exams, cell phones, etc.

Topical course outline/course schedule (MUST include brief description of each major requirement, including each major assignment and examination; and a general description of the subject matter of each lecture or discussion)

Disability statement

***Academic misconduct, Forms of academic dishonesty, Nonacademic misconduct, & Harassment /Discrimination: See *Student Code of Conduct* section of the Student Handbook, which can be accessed from the Dean of Students website: <http://osa.tamuk.edu/dean/>. (Syllabi must either describe misconduct or refer students to the website.)**

***Six-drop policy statement. (Required for College of Arts and Sciences.)**

SAMPLE SYLLABUS

Course number and name:

CLASS 1301: What to Include in a Syllabus

Catalog description, including prerequisites:

This course is designed to familiarize the student with the concepts and practices associated with basic, intermediate and advanced syllabus construction.

General education requirements:

This course is part of the general education requirements for Texas A&M University-Kingsville, and satisfies the component area, Mathematics.

Name of instructor and academic rank, office location, phone and fax numbers, email address:

Dr. Jacqueline Thomas, Regents Professor
Fore Hall 101B
Office phone: 593-2579; FAX 593-2116
Email: j-thomas@tamuk.edu

Website location: www.tamuk.edu/cte

Office hours (minimum of 10 hours per week, daytime hours preferred):

Regular office hours are MWF 8:00-10:00 and TT: 3:00-5:00 or by appointment. Please feel free to drop by the office any time that my door is open.

Course learning objectives:

The students in this course will be able to

- 1) Identify the essential components of an academic syllabus
- 2) Understand the meaning of each component
- 3) Construct a syllabus for any academic course they might teach

Required and optional textbook(s):

The required text for the course is *How to Write a Course Syllabus* by A.J. Jones (Harcourt Brace). An optional text is *Course Syllabi Made Easy* by W.C. Brown (McGraw-Hill). ISBN: 123456789. \$19.27.

Suggested readings:

Additional reading materials will be available on reserve at the library.

Useful website locations for study and/or research materials:

www.duq.edu/~keys/bpg/syllabus.html

Student learner outcomes:

At the successful completion of this course you will be able to

- 1) Demonstrate understanding of the key elements of a syllabus by successful completion of an assessment exam
- 2) Construct a complete syllabus

Method(s) of evaluation and grading procedures:

There will be two exams (short essays), each worth 100 points, and a comprehensive final exam (essay) worth 200 points. In addition, each student will write a term paper (worth 100 points). Detailed instructions on the term paper will be provided during the second week of class.

Grades will be based on a percentage of the total possible 500 points:

A = 90-100%; B = 80-89%; C = 70-79%; D = 60-69%; F = <60%.

Policies for attendance, excused absences, make-up exams, late assignments, early final exams, cell phones, etc.:

Successful performance in this class requires that you attend class. Make-ups for missed exams are granted only for excused (official university) absences. Please note that attendance policies may vary by college. No late assignments will be accepted. Graduating seniors who need to schedule an early final should inform the instructor early in the semester. Students should turn off and stow their cell phones during class.

Topical course outline/course schedule:

Week	Topic	Reading
1	Introduction and history of academic syllabi	Chaps. 1-2
2	Philosophical considerations of the syllabus Term paper assignment (student must evaluate and rank three syllabi, providing a rationale for the ranking)	Chap. 3
3	Structure of the syllabus	Chap. 4

Disability statement:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disability. If you believe you have a disability requiring an accommodation please contact the Disability Resource Center (DRC) as early as possible in the term. DRC is located in the Life Service and Wellness building at 1210 Retama Drive, or call (361) 593-3024.

Academic misconduct statement:

You are expected to adhere to the highest academic standards of behavior and personal conduct in this course and all other courses. Students who engage in academic misconduct are subject to university disciplinary procedures. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct, which discusses conduct expectations and academic dishonesty rules.

Forms of academic dishonesty:

- 1) **Cheating:** Using unauthorized notes or study aids, allowing another party to do one's work/exam and turning in that work/exam as one's own; submitting the same or similar work in more than one course without permission from the course instructors; deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
- 2) **Aid of academic dishonesty:** Intentionally facilitating any act of academic dishonesty. Tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
- 3) **Fabrication:** Falsification or creation of data, research or resources, or altering a graded work without the prior consent of the course instructor.
- 4) **Plagiarism:** Portrayal of another's work or ideas as one's own. Examples include unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.
- 5) **Lying:** Deliberate falsification with the intent to deceive in written or verbal form as it applies to an academic submission.
- 6) **Bribery:** Providing, offering or taking rewards in exchange for a grade, an assignment, or the aid of academic dishonesty.
- 7) **Threat:** An attempt to intimidate a student, staff or faculty member for the purpose of receiving an unearned grade or in an effort to prevent reporting of an Honor Code violation.

Please be aware that the University subscribes to the Turnitin plagiarism detection service. Your paper may be submitted to this service at the discretion of the instructor.

Other Forms of Academic Misconduct:

- 1) Failure to follow published departmental guidelines, professor's syllabi, and other posted academic policies in place for the orderly and efficient instruction of classes, including laboratories, and use of academic resources or equipment.
- 2) Unauthorized possession of examinations, reserved library materials, laboratory materials or other course related materials.
- 3) Failure to follow the instructor or proctor's test-taking instructions, including but not limited to not setting aside notes, books or study guides while the test is in progress, failing to sit in designated locations and/or leaving the classroom/ test site without permission during a test.
- 4) Prevention of the convening, continuation or orderly conduct of any class, lab or class activity. Engaging in conduct that interferes with or disrupts university teaching, research or class activities such as making loud and distracting noises, repeatedly answering cell phones/text messaging or allowing pagers to beep, exhibiting erratic or irrational behavior, persisting in speaking without being recognized, repeatedly leaving and entering the classroom or test site without authorization, and making physical threats or verbal insults to the faculty member, or other students and staff.
- 5) Falsification of student transcript or other academic records; or unauthorized access to academic computer records.
- 6) Nondisclosure or misrepresentation in filling out applications or other university records.

- 7) Any action which may be deemed as unprofessional or inappropriate in the professional community of the discipline being studied.

Non-academic misconduct:

The university respects the rights of instructors to teach and of students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with these rights will not be tolerated; examples include

- 1) interfering with the instructor's ability to conduct the class,
- 2) causing inability of other students to profit from the instructional program, or
- 3) any interference with the rights of others.

An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under non-academic procedures.

Ongoing behaviors or single behaviors considered distracting (e.g., coming late to class, performing a repetitive act that is annoying, sleeping or reading a newspaper in class, etc.) will be addressed by the faculty member initially either generally or individually. Cases in which such annoying behavior becomes excessive and the student refuses to respond to the faculty member's efforts can be referred to the Dean of Students. In the case of serious disruptive behavior in a classroom the instructor may first request compliance from the student and if it is not received, an instructor has the authority to ask the student to leave the classroom. If the student fails to leave after being directed to do so, assistance may be obtained from other university personnel, including University Police Department. An individual engaging in such disruptive behavior is subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under non-academic procedures to determine if the student should be allowed to return to the classroom.

Harassment /Discrimination:

Texas A&M University-Kingsville will investigate all complaints that indicate sexual harassment, harassment, or discrimination may have occurred by the facts given by the complainant. Sexual harassment of anyone at Texas A&M University-Kingsville is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action. A person who believes he/she has been the victim of sexual harassment, harassment, or discrimination may pursue either the informal or the formal complaint resolution procedure. A complaint may be initially made to the complainant's immediate supervisor, a department head, any supervisory employee, the Dean of Students (593-3606), or the Office of Compliance (593-4758). Regardless of who the complaint is filed with, the Compliance Office will be notified of the complaint so it can be investigated.

Six-drop policy:

The following provision (new in Fall 2007) does not apply to students with Texas public college or university credits prior to Fall 2007. The Texas legislature has enacted a limit to the number of course drops allowed to a student without penalty. After a student has dropped six courses, a grade of QF will normally be recorded for each subsequent drop. If you need additional information on Senate Bill 1231 and how it affects you, please contact the Registrar's Office in College Hall, Room 105.