

<http://catalog.tarleton.edu/syllabus/>

Sample Syllabus

Syllabus Template, Center for Instructional Innovation, Tarleton State University

Master syllabi can be found at <http://catalog.tarleton.edu/syllabus/>

This template contains selected elements of an effective syllabus, as well as required Tarleton State University Core Value Statements.

Course Title

Department, Course Number, and Section

Class Meeting Time(s) and Location(s)

Semester

Instructor(s) name(s) and contact information, e.g.

Email address

Office location; phone

Office hours

<Instructors may want to indicate which is their preferred mode of contact (email, phone, Blackboard Course Messages, etc.), as well as when and how students can expect a reply to any electronic communication. CII recommends instructors use Course Messages in Blackboard. It is an internal email system that separates course emails from your Tarleton email. >

Course Prerequisites

<Optional area for any prerequisites.>

Course Description

<Insert description from Course Listings, or the Master Syllabus. Along with the topic of your course, the description may also include information about what type of course it is (e.g. lab, studio, discussion-based seminar, writing-intensive, multidisciplinary, etc.) as well as particular pedagogical strategies required (group work, fieldwork, etc.).>

Course Goals (also known as Learning Outcomes)

Students who complete this course successfully will be able to:

<Consider listing 4-6 “big picture,” student-centered course goals (check the Master Syllabus) or learning objectives.— What should your students learn or be able to do as a result of participating successfully in your course? Some instructors prefer to list course goals elsewhere, such as on Blackboard or in another document.>

Required Texts, Materials, or Equipment

- List required texts, titles, and authors, ISBN number, as well as edition.
- List any required materials or equipment (e.g. lab notebook, specific calculator, Turning Technology Clickers/User License, etc).
- Include a note about where to obtain these materials.
- Include a note about any electronically-available content posted on Blackboard, library reserves, or course website, for example.

Daily Work/Homework

<Briefly describe what students will be required to do to prepare for class and/or to complete weekly homework and problem set assignments. Please also include turnaround time for grading/feedback.>

Major Assignments: Descriptions

<Include a brief description of each of the graded components in enough detail that a student reading the syllabus will have a good general understanding of the amount and type of required work. Please also include turnaround time for grading/feedback.>

Class Participation

<Describe the function of student participation within the course, as well as your expectations for how students should participate in class. This information should include whether participation is required, how it is assessed, etc.

Consider including a statement indicating that all interactions in class will be civil, respectful, and supportive of an inclusive learning environment for all students. Encourage students to speak to you, the department chair, or an advisor, about any concerns they may have about classroom participation and classroom dynamics.>

Grading Policy

Statement of Grading Approach or Philosophy

<Example> Please refer to the current University Catalog for additional information regarding grades and course withdrawal policies. For this course, your grade will be determined in the following manner:

Lecture Grade:		50%
3 exams	45%	
10 quizzes	15%	
Homework	10%	
Final Exam	30%	
Laboratory Grade		50%
Unknown Results	50%	
Lab Reports	30%	
Final Exam	20%	

The final grade will be assigned as follows, although the instructor reserves the right to lower the limits slightly at her discretion considering factors such as student attendance.

A = 90% or above

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = below 60%

Tarleton differentiates between a failed grade in a class because a student never attended (F0 grade), stopped attending at some point in the semester (FX grade), or because the student did not pass the course (F) but attended the entire semester. These grades will be noted on the official transcript. Stopping or never attending class is considered an unofficial withdrawal and can result in the student having to return aid monies received. For more information see the Tarleton Financial Aid website.

Make-up exams will be by permission of the instructor. Please contact the instructor immediately after the missed exam to make arrangements.

<Note, are major assignments or exams grading on a curve? Will a “curve” be applied when grades are tabulated?>

Course Policies and Information for Students

<Note, are major assignments or exams grading on a curve? Will a “curve” be applied when grades are tabulated? What is your policy considering late work?>

Attendance Policy

<If attendance will be required, indicate the number of classes that may be missed without a penalty, as well as the penalties that accrue thereafter.>

Standards of Conduct & Academic Dishonesty

Cheating, plagiarism, or doing work for another person who will receive academic credit is impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure or give help during an examination, the unauthorized copying of examinations, assignments, reports, or term papers, or the presentation of unacknowledged material as if it were the student's own work. Disciplinary action may be taken beyond the academic discipline administered by the faculty member who teaches the course in which the cheating took place.

Tarleton State University expects its students to maintain high standards in personal and scholarly conduct. Students guilty of academic dishonesty are subject to disciplinary action. Academic dishonesty includes, but is not limited to, cheating on examination or other academic work, plagiarism, collusion, and the abuse of resource materials. The faculty member is responsible for initiating action for each case of academic dishonest that occurs in his/her class (TSU catalog, p. 9). Academic honesty is expected. Cheating will not be tolerated and will result in automatic failure of the course. The University's Academic Integrity Policy will be maintained.

Tarleton State University Core Value Statements:

Academic Integrity Statement

Tarleton State University's core values are integrity, leadership, tradition, civility, excellence, and service. Central to these values is integrity, which is maintaining a high standard of personal and scholarly conduct. Academic integrity represents the choice to uphold ethical responsibility for one's learning within the academic community, regardless of audience or situation.

Academic Civility Statement

Students are expected to interact with professors and peers in a respectful manner that enhances the learning environment. Professors may require a student who deviates from this expectation to leave the face-to-face (or virtual) classroom learning environment for that particular class session (and potentially subsequent class sessions) for a specific amount of time. In addition, the professor might consider the university disciplinary process (for Academic Affairs/Student Life) for egregious or continued disruptive behavior.

Academic Excellence Statement

Tarleton holds high expectations for students to assume responsibility for their own individual learning. Students are also expected to achieve academic excellence by:

- honoring Tarleton's core values.
- upholding high standards of habit and behavior.
- maintaining excellence through class attendance and punctuality.
- preparing for active participation in all learning experiences.
- putting forth their best individual effort.
- continually improving as independent learners.
- engaging in extracurricular opportunities that encourage personal and academic growth.
- reflecting critically upon feedback and applying these lessons to meet future challenges.

Academic Service Statement

In support of Tarleton's core value of service, each student is expected to participate in a service learning experience as a part of the Spring term week of service. This experience will challenge students to be engaged in the local community, address a community need, connect course objectives to the world around you, and involve structured student reflection. In this service learning experience you will not only enhance your knowledge and skills, but actively use those skills as you serve your community.

Americans With Disabilities Act Statement:

It is the policy of Tarleton State University to comply with the Americans with Disabilities Act and other applicable laws. If you are a student with a disability seeking accommodations for this course, please contact the Center for Access and Academic Testing, at 254.968.9400 or caat@tarleton.edu. The office is located in Math 201. More information can be found at www.tarleton.edu/CAAT/ or in the University Catalog.

Copyright Information:

Tarleton State University is committed to adhering to all applicable laws regarding intellectual property, specifically the rights of copyright holders and compliance with copyright law. It is the responsibility of all members of the Tarleton State University community to make a good faith determination that their use of copyrighted materials is in compliance with Title 17 U.S. Code, the United States Copyright Act, Fair use, Digital Millennium Copyright Act of 1998, and the Technology, Education, and Copyright Harmonization (TEACH) Act of 2002. Guidelines in use at Tarleton State University regarding copyright can be found on the Fair Use, Copyright, and the TEACH Act Information page at <https://www.tarleton.edu/library/services/copyright.html>. For more information, please contact Ms. Jennifer Sherwood at jsherwood@tarleton.edu.

Please be aware that copyright protection also extends to the use of films for educational purposes. It is acceptable to show a full-length feature film in a face-to-face class, if the film 1) was acquired through library check out or legally purchased and 2) pertains directly to the curriculum for that class. It cannot be legally shown in its entirety in an online class or to the public. A more in-depth presentation of information can be found at: <http://www.ala.org/advocacy/copyright/teachact/faq>

Disclaimer

The instructor reserves the right to make modifications to this information throughout the semester. The course schedule is tentative. The instructor reserves the right to change this syllabus at any time. Any changes will be announced in class in advance.

Preliminary Schedule of Topics, Readings, and Assignments

<Include dates you plan to cover specific topics (with reading assignments), the due dates for major assignments, and the due date for the final exam. Consult relevant academic calendars and keep in mind religious holidays and significant campus events.>

Date	Topics/Assigned Readings/Homework	Major Assignments and Deadlines