

Course Syllabus Template- **revise as needed and as appropriate for your program/course**

Please note:

Provide = info to be provided for curriculog submission and for distribution to students

“to be added” – not required for curriculog; must be added for distribution to students

**REMOVE** all wording in light blue or purple font and/or yellow highlighted before distributing to students

# Course Title:

**Course #:** ABCD####  **Course CRN:** add

**Class day(s) and time:** (provide frequency for curriculog; details for students)

**Class Location (**building, room #): provide or indicate “to be added”

## FACULTY INFORMATION: COURSE DIRECTOR/PRIMARY INSTRUCTOR - provide info if available; to be added if not available now

## Name:

## Email:

## Office Phone:

## Office Location:

## Office Hours:

## COURSE INFORMATION

## Term: indicate Semester: Fall, Spring, or Summer

## Number of Credit hours: provide

**Course Pre-requisite(s):** AS SHOWN in the CATALOG –provide course # and title or indicate “none”

**Primary Instruction Type:** provide (select from AU code/description list) e.g. Lecture, Seminar, Independent Study, Internship, Thesis, Dissertation

*OPTIONAL: Consistent with instruction type selected on the curriculog form, you can provide additional description/details of your course format/expectations (lectures, small group work, discussions, etc)*

**Course Delivery:** e.g. Face-to-face, on-line, hybrid, etc.-

 Indicate course delivery type here

**Catalog Course Description:** (as listed in the Course Catalog)

 **Copy/paste** course description as listed in the catalog

**Full or expanded Course Description:** (optional)

Provide additional information and description of the course here *if desired*

**Student Learning Outcomes:** provide SLO’s, they are **required (e.g. At the end of the course students will be able to… ) (consult Bloom’s Taxonomy for action words and hierarchy** (can be found at https://www.augusta.edu/gradschool/faculty-resources.php)

## Course Goals, Objectives or Additional Course Expectations: optional

**Course Attributes**: optional *but helpful to include if a cost is associated with the course; and/or if service, work, community engagement is expected of students enrolled in the class*. Indicate Low cost or no cost and provide any HIP attributes that apply see page 36- 37 of manual <https://www.augusta.edu/registrar/documents/scheduling-manual.pdf>

For example: Work-Based Learning - ZWL2 This graduate courses is a for-credit internships that integrates the work experience into the course content. The Work-based component requires 31 - 50 contact hours.

## Communication:

All students are required to check their AU email account on a regular basis. In addition, students will need to check the announcements and discussion boards on D2L on a regular basis. These will be the primary forms of class communication during the course. Course director should **define** what a regular basis means for their class… daily? Weekly? 2-3 times/week?

1. **COURSE EVALUATION AND GRADING**

**Course Evaluation and Assessment Methods (papers, exams, projects, quizzes):** provide this info – can indicate “minimal” or “subject to change when instructor is designated” – but if you know the instructor go ahead and provide the info

For example (replace with your class specific assessment plan)

|  |  |
| --- | --- |
| Exams (3) | 30% |
| Midterm Exam | 20% |
| Paper | 25% |
| Final Exam | 20% |
| Professionalism | 5% |

**Grading Scale:** (A-F; S/U etc) provide

For example

A-F Grading Scale:

A: >= 90% & <= 100%

B: >= 80% & < 90%

C: >= 70% & < 80%

D: >= 60% & < 70%

F: < 60%

**Assessment/assignment Descriptions:** provide info if available; to be added if not available now; when added please keep in mind that course assessments and assignments must relate back to the course objectives and student learning outcomes

1. **COURSE MATERIALS (SPECIFY REQUIRED OR RECOMMENDED):**

**Text Books:** provide info if available; to be added if not available now

**Hand Outs:** available in D2L?

1. **COURSE TOPICS AND SCHEDULE**

state frequency of class meetings e.g. 2 hours / week, 1 hour twice a week, etc.

Helpful Resources:

* visit : <https://www.augusta.edu/registrar/curriculog/policies.php>

to access the DEFINITION OF A CREDIT HOUR policy to determine how often your class needs to meet based on the credit hours of the class

* visit <https://www.augusta.edu/registrar/academiccalendar/>

for a quick view of the academic calendar

**TOPIC LISTING required**

**SAMPLE format:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Session**  | **Date** | **Day** | **Time** | **Topic - PROVIDE** | **Instructor** |
| 1 | x/xx/xxxx |  |  |  |  |
| 2 | x/xx/xxxx |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| etc |  |  |  |  |  |

**If a team taught course, provide list of course instructors and their contact information** provide info if available; to be added if not available now

1. **POLICIES AND GUIDELINES:**

## Attendance Policy: provide –

## Students are required to follow and be aware of the Augusta University Student Attendance Policy, which states “regular, punctual attendance is expected of students in all courses at Augusta University and is counted at the first class meeting each term. Faculty members are required to monitor student attendance and ongoing participation in the course.  Additional attendance requirements may be established by the individual schools or programs as well as by the individual faculty member in each course.  Students who incur an excessive number of absences, as defined by the faculty member and/or college, may be subject to academic penalty.”

## The full Student Attendance policy can be found

## *in the AU Policy Library at* <https://www.augusta.edu/compliance/policyinfo/policies.php>

## *on The Graduate School Website at*

## <https://www.augusta.edu/gradschool/student-resources.php>

## PER THE POLICY…  At the beginning of each semester, all faculty members will provide a clear written statement in their syllabi for each of their courses regarding policies for handling absences. Students are obligated to adhere to the requirements of each course and each course faculty.   ADD YOUR ATTENDANCE STATEMENT, [requirements, directions (expectations) and consequences]  FOR YOUR COURSE HERE….

## Specific attendance requirements for this class:  provide to be added if not available now

**Email Policy:**  provide if applicable

An official Augusta University e-mail (augusta.edu) has been established for each student. All university communications sent via e-mail will be sent to your AU e- mail address. Students are responsible for checking their augusta.edu email account on a regular basis and promptly respond to emails accordingly.

## AU Academic Honesty Policy: include

##  *(instructor should elaborate as appropriate and as needed for specific relevance to their course):*

“Augusta University (“AU”) recognizes that academic honesty is essential to its academic function. The following regulations protect the equity and validity of the University’s grades and degrees, and help students develop ethical standards and attitudes appropriate to academic and professional life. Violations of academic honesty include, but are not limited to, cheating of all kinds, plagiarism, research misconduct, collusion, and false statements made to avoid negative academic consequences.” *- from the AU Academic Honesty policy*

“It is the duty of the student to practice and preserve academic honesty. Each student should be aware of the specific policies governing academic conduct for the program(s) and course(s) in which he or she is enrolled, as well as the grievance and appeals processes put in place for adjudicating such policies. If the student has any doubt about a course policy, s/he should consult with her/his instructor or the course director.” *- from the AU Academic Honesty policy*

*Students are responsible for reading the full AU Academic Honesty policy which can be found:*

* *in the AU Policy Library at* <https://www.augusta.edu/compliance/policyinfo/policies.php>
* *on The Graduate School Website* <https://www.augusta.edu/gradschool/documents/academic-honesty-policy.pdf>
* *in the AU Student Manual found on the Enrollment and Student Affairs Website:*

<https://www.augusta.edu/student-affairs/>

## Testing Environment Guidelines: optional

## Grade Appeal Process: optional

**Netiquette Guidelines-** optional **- Can consider adding netiquette guidelines (especially for courses that are online or have online assignments) ….**

Consider the following best practices for fully online communication and coursework:

* be careful with yours and others' personal information
* treat everyone with respect in all forms of communication
* if you disagree with someone, express your differing opinion in a respectful, nonjudgmental manner
* be cautious using humor or sarcasm; tone can be easily misunderstood in written communication and your message may be perceived as being offensive
* if a post brings intense emotions in you, do not respond to it until your feelings have cooled off
* as a rule of thumb, if you wouldn't say it to a person face to face, do not type it
* avoid using all caps and/or red font as they are the written equivalent of shouting or screaming
* be forgiving when you see others struggling; anyone can make a mistake
* you can't take communication back, so spellcheck and think twice before you post or reply
* keep your message clear and on focused on the topic at hand
* be as concise as possible while still delivering the full weight of your message
* write posts in your own words and always give proper credit when referencing or quoting sources
* read all discussion postings and respond to a variety of classmates, giving priority to those peers
* whose posts received few or no responses
* avoid responding to discussion posts with generic replies such as "I agree"; add substance to the
* discussion by explaining and supporting your statements
* always ground your arguments with academic or professional evidence from the course or from
* your own research
* explain uncommon abbreviations and acronyms before you use them
* be sensitive and reflective to what others are saying
* keep the dialog collegial and professional

## SUPPORT SERVICES AND RESOURCES

## Testing and Disability Services (<https://www.augusta.edu/tds/about.php>) include

“Augusta University believes academically qualified individuals with disabilities should have equal opportunity and access to a quality education.

We have been actively involved in fostering an environment that encourages full participation by students with disabilities in every segment of the University.” <https://www.augusta.edu/tds/disabilityservices.php>

**Accommodations for students with disabilities are made on an Individual basis.** Students must register and request services from the Director of Testing and Disability Services. In order to receive services, students must provide current documentation of their disability from a qualified health professional.

(visit <https://www.augusta.edu/tds/criteria.php> for documentation criteria)

Appointments can be made by calling The Office of Testing and Disability Services at (706) 737-1469 or by emailing tds@augusta.edu.

It is the student’s responsibility for initiating an appointment and following “How to Receive Service” instructions found at: <https://www.augusta.edu/tds/accommodation.php>

If the student does not obtain academic accommodations through The Office of Testing and Disability Services, it is assumed no special accommodations or modifications will be necessary to meet the requirements of this course.

## Writing Services – optional; consideration with paper as a course requirement

The Augusta University Writing Center can help you become a better writer. For details on how you can request a free personal consultation, please refer to <http://www.augusta.edu/pamplin/writingcenter/>

## Plagiarism Resource – optional; consideration with paper as a course requirement

To learn how to avoid plagiarism, please refer to the following guide created by the Augusta University Libraries and Writing Center: <http://guides.augusta.edu/friendly.php?s=plagiarism>

**Technical Support Services**

If you need technical assistance related to IT needs (including Brightspace D2L Learning Management System), contact the 24-hour Augusta University Service Desk at (706) 721-4000 or at <http://www.augusta.edu/its/help/>

##

1. **DISCLAIMER**

The course director reserves the right to make changes to the course syllabus and schedule with reasonable notice to the students.