New Faculty Orientation

Convocation Center
August 13, 2012

THE COURSE SYLLABUS
IT’S IN THE SYLLABUS!

WHAT HAPPENS IF THE COURSE REQUIREMENTS ARE NOT IN THE SYLLABUS?
Why is a course syllabus required for each course taught at ASU?
What are the key elements of each course syllabus?
Key Elements

- Course Prefix/Number/Section and course name
  HIST 4312-001 Computer Technologies for History Teacher
- CRN (60403)
- Semester and Year: Fall 2012
- When and where: 1:00-1:50 MW, W103
Key Elements

- Instructor contact information
  Dr. Gina Hogue
  Office: W109
  Email: ghogue@astate.edu
  Office Phone: 870-972-2190
  Office Hours: 8:00-10:00 MWF, 1:00-3:00 TR, and by appointment.
Key Elements

• Course Description:
  From the undergraduate bulletin
  Hands on experience in evaluating,
  creating, and using history web sites
  and software, and developing
  presentation skills using the computer,
  for teaching in the secondary
  classroom.
Key Elements

- Course Readings
  - Required textbooks
  - Other required materials
  - Recommended texts or materials
  - Reserved library reference materials

**Key Elements**

- **E-Book Information**
  - Traditions and Encounters: [http://www.coursesmart.com/0077319192?__professorview=false&__instructor=1805965](http://www.coursesmart.com/0077319192?__professorview=false&__instructor=1805965)
  - Unfinished Nation: [http://www.coursesmart.com/0077319605?__professorview=false&__instructor=1805965](http://www.coursesmart.com/0077319605?__professorview=false&__instructor=1805965)
Key Elements

- **General Education Courses:**
  - General Education Goals
  - Student Learning Outcomes

- **Upper Level/Graduate Courses:**
  - Program Goals
  - Student Learning Outcomes
Key Elements

- **Course Requirements and Grading**
  What are the course assignments?
  How many points are assigned to each assignment?
  (Each assignment should include a detailed description with specific requirements outlined—scoring rubric)

- **Grading Scale**
Key Elements

- Course Calendar
- Class discussion topics, activities, lectures (with dates preferred)
- Due dates for reading assignments, projects, exams, and other class activities
- Important university dates-final exam, last day to withdraw
Key Elements

- University Policies
  Plagiarism and Cheating
  Disabilities Policy
  Inclement Weather Policy
  Class Attendance
Key Elements

- Instructor Policies and Procedures
- Statement on full and late credit
- Exam make-up policy
- Cell phone and other electronic devices
- Eating/beverages
- Classroom behavior
Important Information

- Thorough Explanations:
- Exam format and expectations
- Quizzes—announced or unannounced
- Extra Credit?
- Dropping of exams or quizzes
- Explain fully how final grade is computed
Important Information

- mycampus/faculty community
- Registrar’s web page
- Banner Training
- Wilson Advising Center
- ITTC Blackboard training and course design workshops