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?

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Purposes

- **Why is a course syllabus required for each course taught at ASU?**

Structure

- **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**

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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.

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Key Elements

- **Course Readings**
  Required textbooks
  Other required materials
  Recommended texts or materials
  Reserved library reference materials
  - Brinkley, Alan. *The Unfinished Nation,* Vol. 2, 6th edition and Bentley, Ziegler, and Streets-Salter. *Traditions and Encounters,* 2nd ed.

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Key Elements

- **E-Book Information**
  - Traditions and Encounters: http://www.coursesmart.com/
    0077319192?
    __professorview=false&__instructor=1805965

  - Unfinished Nation: 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**

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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**

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Key Elements

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

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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**

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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**

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Important Information

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

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