

New Faculty Orientation

**Convocation Center
August 12, 2013**

THE COURSE SYLLABUS

IT'S IN THE SYLLABUS!

WHAT HAPPENS IF THE COURSE REQUIREMENTS ARE NOT IN THE SYLLABUS?

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 2013**
- **When and where: 1:00-1:50 MW, W103A**

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

Brinkley, Alan. *The Unfinished Nation, Vol. 2*, 6th edition and Bentley, Ziegler, and Streets-Salter. *Traditions and Encounters*, 2nd ed.

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**

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 the final course grade is computed**

Important Information

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