

[The links in this document may need to be copy/pasted into the URL in your preferred web browser.]

**CRN [] [Course Prefix/Number]
[Title of Course]**

Course Information

Instructor:

Meeting day/time/place:

Office:

Office Hours:

Office phone:

Email:

Textbook(s) and Materials

Required texts: [title, edition, author]

Recommended texts: [title, edition, author]

Additional: [access to internet or Word, etc.]

Purpose and Goals/Learning Outcomes

Course Description:

[Course description word for word as it appears in the most current Undergraduate Bulletin.

<http://www.astate.edu/a/registrar/students/bulletins/>

You may also include a more detailed description of the course as you will teach it]

Program Outcome(s):

[Program outcomes are determined collaboratively by program faculty. You can find the

outcomes for your program here: <http://www.astate.edu/a/assessment/student-learning-outcomes/>]

Course Level Student Learning Outcomes:

[SLOs are determined by individual faculty. Best practices suggest that faculty collaborate to determine the outcomes for each course].

Course Requirements

[Detailed description of all assignments and grading components of the course—papers, exams, class participation, learning management system, presentations, etc.]

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Policies

Students with Disabilities: [Disability Services has three statements appropriated for syllabi insertion. Please see <http://www.astate.edu/a/disability/faculty-resources/>]

Inclement Weather Policy: The university remains open for academic classes and all other services during inclement weather except in extreme circumstances determined solely by the Chancellor of the University. Regional and local news media will publicize the closing. Commuter students are encouraged to use good judgment in deciding whether to drive to campus during inclement weather. In those cases where the decision is made not to travel to campus under this policy, it is the responsibility of the student to immediately contact each of his/her professors upon return to explain the circumstances and to determine the need to complete any missed assignments. The student is responsible for all missed assignments during inclement weather within a time frame to be determined by the professor.
Arkansas State University Student Handbook 2015-2016, p. 14.

Attendance: [Please see most current Undergraduate Bulletin <http://www.astate.edu/a/registrar/students/bulletins/>]

Academic Misconduct Policy: [Please see department chair or see ASU's Academic Integrity Policy in the Student Handbook at <http://www.astate.edu/a/student-conduct/student-standards/handbook-home.dot>

Sexual Misconduct Policy: [The Title IX Office has a statement for syllabi insertion. Please see <https://www.astate.edu/a/affirmative-action/title-ix/resources.dot>]

Optional Policies: [Include here any policies you may have concerning the use of cell phones, computers, and other devices during class, tardiness, leaving class early, etc. Remember that you may not be able to enforce specific policies that are not included in your syllabus.]

Makeup Work: [include here your policy on how and when work may be made up. Include any penalties for late work. Remember that if students are absent because they are participating in extracurricular activities for which the university has given them an excused absence, you must allow them an opportunity to make up their work without penalty and within a reasonable time period so they can have feedback.]

Grading

Anticipated percentages and points for grading are as follows:
[Include here all papers, exams, assignments, class participation, etc.]

Grading Scale

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Course Outline

[Include here a day-by-day or week-by-week outline of reading and other assignments, with due dates for papers and exams included]