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Syllabus template

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Academic Affairs

Syllabus Template

Additional information:

Course Number, Title, Semester, Year

Instructor:	(Your name)
Department:	(Your department)
Office Location:	(Building and room number)
Telephone:	(area code) (telephone number)
Email:	(Your email address)
Preferred Method of Contact:	(Telephone, email, etc.)
Office Hours:	(Days and times) – appt. only not recommended
Classroom; Days/Time:	(Room number; Days and times)
Prerequisites:	(If none, delete this row)
Teaching Assistant:	(If none, delete this row)
TA Contact Info:	(If none, delete this row)

How to use this syllabus (Required)

This syllabus provides you with information specific to this course, and it also provides information about important university policies. This document should be viewed as a course overview; it is not a contract and is subject to change as the semester evolves. *(Indicate if any changes will be made and how they will be communicated to the student.)*

Academic Honesty (Required)

Students are responsible for knowing and following the Student Code of Conduct http://webs.wichita.edu/inaudit/ch8_05.htm and the Student Academic Honesty policy http://webs.wichita.edu/inaudit/ch2_17.htm.

[If your department or college has a policy on academic honesty, insert a link here. Also, be sure to specify which penalties you will pursue under the above policies when you discover cases of academic dishonesty.]

Course Description (Required)

(Insert catalog description. If further information is desired, include after the catalog description.)

Definition of a Credit Hour (Required)

Example for 3 credit hour class: Success in this 3 credit hour course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction and preparation/studying or course related activities for a total of 135 hours.

Go to: <http://webs.wichita.edu/?u=academicaffairs&p=/definitionandassignmentofcredithours/> for the policy and examples for different types of courses and credit hour offerings.

Measurable Student Learning Outcomes (Required)

*When writing learning outcomes, focus on student behavior and use simple, specific action verbs to describe what students are expected to demonstrate. In addition to indicating what learners will know and be able to do upon the successful completion of a course, well-crafted learning outcomes are also the touchstones guiding the rest of the course development process. The choice of course materials, assignments or activities, and assessments should all reflect the learning objectives. **Measurable learning outcomes are required in all types of courses, i.e., traditional classroom, online, labs, directed study, independent study, special topics, thesis, dissertation, etc.***

Example: Upon successful completion of this course, students will be able to:

- *Apply principles of evidence-based medicine to determine clinical diagnoses.*

- *Articulate cultural and socioeconomic differences among different populations.*
- *Use technology effectively in the delivery of instruction, assessment, and professional development.*
- *Critically evaluate research articles.*

Sample Action Verbs: Concrete verbs such as “define,” “apply,” or “analyze” are the expectation for assessment purposes, not verbs such as “be exposed to,” “understand,” “know,” “be familiar with.”	
Cognitive Learning	Action Verbs:
Knowledge - to recall or remember facts without necessarily understanding them	arrange, define, duplicate, label list, memorize, name, order, recognize, relate, recall, reproduce, list, tell, describe, identify, show, label, collect, examine, tabulate, quote
Comprehension – to understand and interpret learned information	classify, describe, discuss, explain, express, interpret, contrast, predict, associate, distinguish, estimate, differentiate, discuss, extend, translate, review, restate, locate, recognize, report
Application – to put ideas and concepts to work in solving problems	apply, choose, demonstrate, dramatize, employ, illustrate, interpret, operate, practice, schedule, sketch, solve, use, calculate, complete, show, examine, modify, relate, change, experiment, discover
Analysis – to break information into its components to see interrelationships and ideas	analyze, appraise, calculate, categorize, compare, contrast, criticize, differentiate, discriminate, distinguish, examine, experiment, question, test, separate, order, connect, classify, arrange, divide, infer
Synthesis – to use creativity to compose and design something original	arrange, assemble, collect, compose, construct, create, design, develop, formulate, manage, organize, plan, prepare, propose, set up, rewrite, integrate, create, design, generalize
Evaluation – to judge the value of information based on established criteria	appraise, argue, assess, attach, defend, judge, predict, rate, support, evaluate, recommend, convince, judge, conclude, compare, summarize
Affective Learning	appreciate, accept, attempt, challenge, defend, dispute, join, judge, praise, question, share, support
Psychomotor Learning	bend, grasp, handle, operate, reach, relax, shorten, stretch, differentiate (by touch), express (facially), perform (skillfully)

Note: Typically, undergraduate learning outcomes are of the “knowledge,” “comprehension,” and “application” type and graduate learning outcomes are of the “analysis,” “synthesis,” and “evaluation,” type. If a course is at the 500 or 600 level, there must be two sets of learning outcomes, one at the undergraduate and the other at the graduate level.

Required Texts/Readings Textbook (Suggested)

(Book citation, where to buy the book.)

Other Readings (Suggested)

(Articles, web pages, etc., and where to get them.)

Other Equipment/Materials (Suggested)

(Software, supplies, etc., and where to get them.)

Class Protocol (Suggested)

(Expectations for attendance, workload, participation, arrival times, civility, studying for the course, cell phone use, etc)

Grading Scale (Required)

WSU uses a +/- grading scale for final grades and to calculate grade point averages. In this class, grades are assigned according to the following chart. (Note: the chart below is a sample that may be used). (Other classes might assign grades differently: Be sure to understand the different grading scales in all of your classes.)

Points/percentages, as instructor chooses	Letter grade	Grade Points	Interpretation
	A	4.00	<i>The A range denotes excellent performance.</i>
	A-	3.70	
	B+	3.30	
	B	3.00	<i>The B range denotes good performance.</i>
	B-	2.70	
	C+	2.30	
	C	2.00	<i>The C range denotes satisfactory performance.</i>
	C-	1.70	
	D+	1.30	
	D	1.00	<i>The D range denotes unsatisfactory performance.</i>
	D-	0.70	
	F	0.00	<i>F denotes failing performance.</i>

Assignments (Required)

(List of assignments, values toward final grades, dates due. If a course is at the **500 or 600 level**, there must be a differentiation between undergraduate and graduate assignments matched to the learning outcomes.)

Undergraduate vs. Graduate Credit (for 700 level courses) (Required)

Undergraduate students enrolled in 700 level courses will receive undergraduate credit (not graduate credit) unless they have a previously approved senior rule application or dual/accelerated enrollment form on file in the Graduate School. Undergraduate credit earned in 700 level courses cannot later be counted toward a graduate degree.

Extra Credit (Suggested)

(Is it available? How?)

Late Assignments (Suggested)

(Can they still get any credit?)

Missed Assignments and Exams (Suggested)

(Documentation, contact before the exam, etc.)

Important Academic Dates (Required)

For _____ semester 20____, classes begin _____, _____ 20____, and end _____, _____, 20____. The last date to drop a class and receive a *W* (withdrawn) instead of *F* (failed) is _____, 20____. There are no classes on _____, 20____. The final exam period is _____, 20____.

Disabilities (Required)

If you have a physical, psychiatric/emotional, or learning disability that may impact on your ability to carry out assigned course work, I encourage you to contact the Office of Disability Services (DS). The office is located in Grace Wilkie, room 203, (316) 978-3309 (voice/tty) (316-854-3032 videophone). DS will review your concerns and determine, with you, what academic accommodations are necessary and appropriate for you. All information and documentation of your disability is confidential and will not be released by DS without your written permission.

Counseling & Testing (Required)

The WSU Counseling & Testing Center provides professional counseling services to students, faculty and staff; administers tests and offers test preparation workshops; and presents programs on topics promoting personal and professional growth. Services are low cost and confidential. They are located in room 320 of Grace Wilkie Hall, and their phone number is (316) 978-3440. The Counseling & Testing Center is open on all days that the University is officially open. If you have a mental health emergency during the times that the Counseling & Testing Center is not open, please call COMCARE Crisis Services at (316) 660-7500.

Diversity and Inclusive (Required)

Wichita State University is committed to being an inclusive campus that reflects the evolving diversity of society. To further this goal, WSU does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, gender identity, gender expression, marital status, political affiliation, status as a veteran, genetic information or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Executive Director, Office of Equal Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0138; telephone (316) 978-3186.

Intellectual Property (Required)

Wichita State University students are subject to Board of Regents and University policies (see http://webs.wichita.edu/inaudit/ch9_10.htm) regarding intellectual property rights. Any questions regarding these rights and any disputes that arise under these policies will be resolved by the President of the University, or the President's designee, and such decision will constitute the final decision.

Shocker Alert System (Required)

Get the emergency information you need instantly and effortlessly! With the Shocker Alert System, we will contact you by email the moment there is an emergency or weather alert that affects the campus. Sign up at www.wichita.edu/alert.

Student Health Services (Suggested)

WSU's Student Health clinic is located in 209 Ahlberg Hall. Hours are 8:00am to 7:00pm (8:00 am to 5:00 pm on Fridays), though the clinic may be closed occasionally on Wednesdays from noon to 1:30pm. The telephone number is (316) 978-3620. In addition to outpatient and preventive care (including immunizations, a prescription service, and testing/counseling for sexually transmitted infections), Student Health can handle minor injuries. All services are confidential. For more information see www.wichita.edu/studenthealth.

Title IX (Required)

Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex in any educational institution that receives federal funding. Wichita State University does not tolerate sex discrimination of any kind including: sexual misconduct; sexual harassment; relationship/sexual violence and stalking. These incidents may interfere with or limit an individual's ability to benefit from or participate in the University's educational programs or activities. Students are asked to immediately report incidents to the University Police Department, (316) 978- 3450 or the Title IX Coordinator (316) 978-5177. Students may also report incidents to an instructor, faculty or staff member, who are required by law to notify the Title IX Coordinator. If a student wishes to keep the information confidential, the student may speak with staff members of the Counseling and Testing Center (316) 978-3440 or Student

Health Services (316)978-3620. For more information about Title IX, go to:
<http://www.wichita.edu/thisis/home/?u=titleixf>

The Heskett Center and Campus Recreation (Suggested)

Whether you are wanting to be active on campus, relieve the stress from classes or take care of your body, Wichita State Campus Recreation is the place for you. Campus Recreation, located inside the Heskett Center, contributes to the health, education, and development of Wichita State University students, faculty, staff, alumni, and community members by offering quality programs and services. With many programs and facilities which are free to all students and members, Campus Recreation offers its members limitless opportunities. For more information about our services see www.wichita.edu/heskett.

Video and Audio Recording (Suggested)

Video and audio recording of lectures and review sessions without the consent of the instructor is prohibited. Unless explicit permission is obtained from the instructor, recordings of lectures may not be modified and must not be transferred or transmitted to any other person, whether or not that individual is enrolled in the course.

University Behavioral Intervention Team (UBIT) (Suggested)

Wichita State University is committed to the safety and success of and cares about all members of the University community. If you or someone you know needs support, is distressed, or exhibits concerning behavior that is interfering with their own or others' academic or personal success or the safety of members of our community, resources and assistance are available. As your Faculty, I may UBIT to seek support for you. If you or another member of our campus community is in need of help, please submit a concern at www.wichita.edu/ubit or call any UBIT member listed on that webpage. In case of emergency, please call the University Police Department at (316) 978-3450 or 911.

Other (Suggested)

[If there are other university or departmental policies you wish to include, place them here.]

Tentative Schedule for __ week class – adjust to your style and different term lengths (Required)

Week	Date	Topics, Readings, Assignments, Deadlines
Final		