Samford University

School

Course Full Name and Number (Samford Catalog Name and Number)
Section Number (if applicable)

Semester, Year

Course Description: (Must concur with university catalog description)

Course Credits:

Course Pre-/Co-requisites: (List essential courses proceeding/coinciding with this course).

Course Outcomes: State clear course goals (more general) and student learning outcomes (more specific). This includes measurable demonstrations of knowledge, competence and/or critical thinking, and may be measured during or at completion of the course. An example: The student will have the opportunity to: (1) Apply selected course principles in an applied project; (2) Analyze and evaluate current teaching strategies for the instruction of students; and (3) Describe the psychological and physiological aspects of adult learning.)

Course Time/Place: (Days of the week; class times; and class location)

Course Instructor(s): (Name, Title)

Course Contact Information: (Office location; office telephone; office fax number; office hours: Samford e-mail address; other contact methods [cell phone, home telephone]; contact guidelines (before 9 p.m. etc.)

Course Text and Materials: (A listing of required texts and/or materials. List supplemental materials as well. The latter could include remedial and challenging reading items. Including information on the publisher, cost, why the material was chosen, and how extensively it will be used can be of additional assistance to the student.

Course Teaching and Learning Strategies: (A listing of the various teaching and learning strategies to be employed in the course.)

Course Topic Outline: (outline of the class schedule, topics, readings, assignments, and a disclaimer for the instructor to alter the schedule as deemed appropriate and relevant).

Course Evaluation: (Delineate how students will be evaluated, what factors will be included, their relative value, how they will be tabulated into grades, and the grading scale.)

Course Policies: (list of mandatory University policies and examples of others that may be applicable to the courses)

Mandatory
- **Academic Integrity**
  - As stated in the Samford University catalog, "students, upon enrollment, enter into voluntary association with Samford University. They must be willing to observe high standards of intellectual integrity; they must respect knowledge and practice academic honesty." Unless specified otherwise, students are expected to do their own independent work, and to refrain from cheating, copying or plagiarizing the work of others. When drawing from various resources for assignments, students must provide citations, footnotes and bibliographic information. Additional information provided on Student Records website.
- **Accommodation**
  - Samford University complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who seek accommodations must make their request by contacting Disability Resources located in Career

Development Center in the University Center, or call 726-4078. A faculty member will grant reasonable accommodations only upon written notification from Disability Resources.

- **Attendance, Preparation and Participation (An example)**
  - o Arriving promptly to class, coming fully prepared, participating actively in the discussions and activities are important components of this part of your grade for the course. Tardiness and absences must be discussed with the instructors. Students who miss more than 3 classes will receive an "FA" for the course. Make-up work may be negotiated for absences due to medical or emergency reasons.

Supplemental

- **Advance Assistance (An example)**
  - o Students desiring feedback (comments, no grade) from the instructors regarding initial drafts of projects are invited to discuss such with the instructors sufficiently in advance of due dates to enable review, discussion, and subsequent refinement (as necessary).
- **Available Support Services (An example)**
  - o A listing of relevant resources including the library (and contact person), technology assistance (Technology Learning Center), tutoring services, advising center and so forth can be helpful to students.
- **Class Decorum (An example)**
  - o The classroom is a special environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that we respect the rights of others seeking to learn. Facilitating this respect will be the instructors' request that all cell phones be off or in silent mode.
- **Deadlines (An example)**
  - o All assignments for the course are to be completed and submitted on time in order to receive full credit. Late assignments could incur the loss of 10 points/day. Incomplete assignments . . .
  - o Course deadlines (withdrawal without penalty date is . . .)
- **Emergency Procedures (An example)**
  - o In the event of an emergency which precludes your attendance in the course, please leave a message with the instructors using the contact information provided in the syllabus.
- **Feedback (An example)**
  - o **Faculty** – Expectations for feedback to students (i.e. response to emails)
  - o **Student** – mid-semester and end-of-course evaluations
- **Inclement Weather (An example)**
  - o In the event of actual or potential inclement weather, please refer to Samford University's inclement weather policy and contact number 726-4636. If you have questions or concerns, please contact one of the instructors using the contact information in the syllabus. The instructors may leave a voice mail and/or e-mail message indicating the procedure to follow in this situation.
- **Study Tips & Learning Resources (An example)**
  - o Study tips relevant to the course can be listed. Resources available at Samford University to assist students in being academically successful can be included.
- **Technology Needs (An example)**
  - o Those courses employing technology as a course delivery and/or assessment tool should list relevant technology needs (i.e. computer requirements) and technology assistance (i.e. Computer Technology Support #2662).