

## Syllabus Template

- I. **Course Number:**
- II. **Course Title:**
- III. **Semester Credit Hours:**
- IV. **Course Description:** One paragraph description to be used on syllabus and in the university catalog. State any prerequisites such as courses, admission into a program, graduate standing, etc.
- V. **Required Textbooks/Resources:** May use textbooks, websites, or selected readings, and/or specific resources.
- VI. **Student Learner Outcomes:** List of objective statements or what a student will know and/or be able to do as a result of this course; the competencies students must achieve.
- VII. **Course Outline:** Major topics and subtopics in the course. Clarify delivery and assessment systems for all activities.
- VIII. **Course Requirements:** Specific expectations that are required such as attendance, assignments, projects, etc. Graduate courses must include a description of graduate level rigor.
- IX. **Means of Evaluation:** Criteria for mastery of the Student Learner Outcomes. For example participation, exams, essays, assignments, projects, and/or presentations.
- X. **University Drop Policy:** To drop this course after the 12th class day, a student must complete the Drop/Withdrawal Request Form, located on the University website (<http://tamut.edu/Registrar/droppingwithdrawing-from-classes.html>) or obtained in the Registrar's Office. The student must submit the signed and completed form to the instructor of each course indicated on the form to be dropped for his/her signature. The signature is not an "approval" to drop, but rather confirmation that the student has discussed the drop/withdrawal with the faculty member. The form must be submitted to the Registrar's office for processing in person, email [Registrar@tamut.edu](mailto:Registrar@tamut.edu), mail (P. O. Box 5518, Texarkana, TX 75505) or fax (903-223-3140). Drop/withdraw forms missing any of the required information will not be accepted by the Registrar's Office for processing. It is the student's responsibility to ensure that the form is completed properly before submission. If a student stops participating in class (attending and submitting assignments) but does not complete and submit the drop/withdrawal form, a final grade based on work completed as outlined in the syllabus will be assigned.
- XI. **Grading Scale:**
- XII. **Library/Media Resources Assessment:** Special resources are often necessary to maximize the delivery of instruction as well as student learning in a course. Please list below all resources necessary for this course and secure signatures from the Library Director and/or the Associate Vice-President of Information Technology regarding availability:

**A. Books/Periodicals/Electronic Data Bases/Software/Programs:**

Resource	Available ?		If "No," Est.Cost	Signature, Library Director	Comments (including availability of funds to acquire unavailable resource(s) and commitment to do so)
	Yes	No			

**B. Computing/Multimedia/Online Media Resources**

Resource	Available ?		If "No," Est.Cost	Signature, Assoc. VP, IT	Comments (including availability of funds to acquire unavailable resource(s) and commitment to do so)
	Yes	No			

**Additional Requirements for Web-Based Course Syllabus**

- XIII. Faculty Office Location and Contact Policy:** List the office number and explain faculty-student contact policy considering the online nature of the course.
- XIV. Technical Assistance Information:** The nature of the technical assistance available to class members should be explained. List the telephone and email contact information for help with technical problems, and explain the limitations of tech support responsibilities. **Use required statement.**
- XV. Technical Requirements:** Detail nature of computer access necessary for success within the course. Include any minimum connection speed or other standards necessary for course participation. **Use required statement.**
- XVI. Complete Course Schedule:** Provide a semester calendar, including an outline of course content, due dates for assignments, examination dates.
- XVII. Participation Policy**
- a. Explain the nature of participation expected for students in the course. This should include such items as discussion board participation, collaborative projects, library or research components, and any other pertinent tasks.
  - b. **Course Etiquette:** Explain the conduct expected of students when interacting online with other class members or with the instructor
  - c. **Discussion Board Standards:** Explain the expectations for online discussions in terms of the frequency, manner, and nature of discussion content expected by students. Include any established standards for time and content of discussion participation, if applicable.