

University of Oklahoma
(Department)
(Course and Section Number)
(Course Title)
(Semester)
Syllabus

Disclaimer: Many departments have suggestions or recommendations for syllabus formats and content. This is just one example.

Course Description

(enter your course description here)

Course Goals and Objectives

Goals:

(list your course goals here)

Objectives:

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

(list your course objectives here)

Methodology

Delivery of instruction:

This course is delivered completely online. Assignments and activities will be listed on the course website (if faculty member uses one) and will be facilitated via the [Desire2Learn](#) course management system.

Readings:

Students are expected to read assigned portions of the required text as indicated on the weekly schedule. Some materials will come from the required text and some of the materials will be posted online in [Desire2Learn](#).

Requirements

Required text and work:

(List text(s))

Required course work consists of (list summary of work for course here). All work will be submitted electronically through the digital drop box in Desire2Learn. Chapter quizzes, a mid-term examination and a final examination (if applicable to your course) will be administered online through the Desire2Learn system.

Evaluation

The grade for the course will be determined on the following basis:

	Points
Discussion	use your
Assignments	break
Quizzes	down
Exams	here
Projects, etc.	
Total points	XXX

The grading scale for the course is:

A=
B=
C=
D=
F=below

Criteria for evaluation:

Writing:

Substantive content and the quality of the student's writing will be considered in all written assignments, **including discussion board postings**. Substantive content includes closely following instructions for the content of the assignment. Quality of writing covers clarity of expression and organization, appropriate use of references and academic writing style, use of inclusive language, and correct grammar, spelling, and punctuation. Please contact the instructor if this is unclear or needs further explanation.

Discussion Board Participation:

Elements included in the evaluation of discussion board participation will include evidence of critical thinking, clear identification of the issues, understanding problems, and the ability to propose and evaluate solutions. All participants are expected to **welcome open expression of opinions, attitudes and beliefs and to accept the legitimacy and value of dissent**. In addition to respect for the ideas of your classmates and the instructor, **common courtesy is also expected**.

Deadlines:

NO LATE WORK will be accepted in this course . Exceptions will be made only for serious illness or emergency and then only after discussion with the instructor. Please contact the instructor by telephone or email if an emergency situation occurs.

Student evaluation of course and instruction:

At the end of the semester, each student will be asked to complete an online standard evaluation form that elicits opinions about the quality and relevance of course content and the quality of instruction. The instructor will not see course evaluations until well after grades have been submitted to the Registrar's office. Student

input is used for the teacher's improvement of instruction and for annual assessment purposes. It is important that you be careful and accurate.

Related Policies

Communications:

Communications will be accomplished by e-mail or by telephone. Although I answer e-mail regularly (and relatively quickly) throughout the work week (Monday - Friday, 7:30AM to 4:30PM), I respond to it less frequently on weekends and holidays. During those times, you can expect an answer to your e-mail within 24-48 hours. There may be times during the semester, when I do not have access to email. I will be sure to notify students if such situations occur. (INSERT YOUR INFORMATION HERE)

In the event of a network outage or other technical problem, I may contact you by telephone at the number you provided to me the first week of the semester. Similarly, if you have computer or other technical problems, it is your responsibility to contact me using an alternative method like the telephone.

If you are on campus and would like to drop by my office, please feel free to do so. As I am often away from my desk, it is probably best to arrange a specific time in advance. Please call or email me to do so.

Incompletes:

The OU (department name goes here) advises its faculty to be very strict about the conditions under which a student is allowed to take an incomplete in a regularly scheduled, letter-graded course. A grade of Incomplete (I) will be given only for a justifiable reason (due to unavoidable circumstances, not lack of planning on the student's part) and only if the student is passing the course. It is the responsibility of the student to request a grade of "I" and to consult the instructor as early as possible to determine requirements for completing the course. Any incomplete granted must be removed by the deadline specified by the instructor. The time limit set for removal of an incomplete will take into account the circumstances of the situation but may not exceed one calendar year.

Codes and policies of behavior:

To protect its faculty and students, the (department goes here) fully subscribes to the University's codes, policies, and procedures involving academic misconduct, grievances, sexual and ethnic harrassment, and discrimination based on physical disability. You should acquaint yourself with both your responsibilities and your protections.

A particularly important aspect of your responsibility as a student is adhering to the University's policies on academic integrity--this is covered thoroughly in the online orientation required by the College of Arts and Sciences. Absolutely no incidences of academic misconduct will be tolerated in this course.

Special accommodations:

Any student in this course who has a disability that may prevent full demonstration of the student's ability should contact the instructor directly as soon as possible to discuss accommodations necessary to ensure full participation and to facilitate educational opportunities.

Please advise the instructor of such a disability immediately. The instructor will work with you and the Office of Disability Services to provide reasonable accommodations.

Contact Information

Instructor:

Office Location:

Office Hours:

Phone number (with area code):

e-mail:

Last Updated: March 6, 2006