ULM Syllabus Suggested Template

COURSE TITLE: Course Prefix, Number, CRN, Name

NOTE:

(Code: *Red=must include*, Blue=should include, Green=could include in course/syllabus).

# Contact Information

# (Name of instructor, telephone, e-mail, webpage, office location, and hours)

*\_\_\_\_\_ Name of instructor*

*\_\_\_\_\_ Phone number*

*\_\_\_\_\_ Email address*

*\_\_\_\_\_ Office location*

*\_\_\_\_\_ Office hours*

*\_\_\_\_\_ Preferred mode of communication with instructor*

*\_\_\_\_\_ Preferred mode of communication with other students if course requires.*

\_\_\_\_\_ Communication etiquette requirements via email/phone/face-to-face

\_\_\_\_\_ A statement how students are to use their warhawk.ulm.edu email account for communication with the course instructor.

\_\_\_\_\_ Webpage link

# Course Description

# (Include catalog description and rationale)

*\_\_\_\_\_ Opening statement introducing student to the course.*

# Course Prerequisites/Corequisites

### (As listed in current catalog)

\_\_\_\_\_ Prerequisites for the course

# Course Objectives

# (Use observable/measurable terms)

*\_\_\_\_\_ Course learning objectives described and are measureable.*

\_\_\_\_\_ Learning objectives address content mastery, critical thinking skills, and core learning skills.

# Course Topics

# (List topics covered)

*\_\_\_\_\_ Unit/topic/module learning objectives are described and are measureable.*

# Instructional Methods and Activities

# (Indicate types of learning experiences, including technology integration)

*\_\_\_\_\_ Instructional materials support the learning outcomes.*

*\_\_\_\_\_ Instructional materials have breadth and depth to support the course outcomes.*

*\_\_\_\_\_ Technology is used to support and enhance the learning outcome of the course.*

*\_\_\_\_\_ Activities measure the stated learning outcomes for the course.*

*\_\_\_\_\_ Activities measure the stated learning outcomes for the unit/topic/module.*

*­­­­­\_\_\_\_\_ Activities foster instruction-student and student-content interactions, and if appropriate, student-student interactions.*

*\_\_\_\_\_ List of activities/assignments/assessments required for students to complete*

\_\_\_\_\_ Learning objectives address content mastery, critical thinking skills, and core learning skills.

\_\_\_\_\_ Technology is provided or easily downloadable.

\_\_\_\_\_ Detailed instructions on how to use and obtain the technology is provided.

\_\_\_\_\_ Minimum technology requirements

\_\_\_\_\_ Minimum student’s skills

# Evaluation and Grade Assignment

# (Include methods of assessment, value of each assessment, and grading scale; add following note about mid-term grades—Undergraduate mid-term grades will be posted on-line for students to view via BANNER. Mid-term grades indicate a student’s status at mid-semester only and do not indicate the final performance outcome of a student.)

*\_\_\_\_\_ Course grading policy is clearly stated: points, percentages, weights, etc.*

*\_\_\_\_\_ How will test be administered*

*\_\_\_\_\_ Criteria and expectations for assignments are clearly stated in the instructions and at the beginning of the course.*

\_\_\_\_\_ Multiple assessment measures are utilized.

\_\_\_\_\_ Assessments are spaced throughout the course.

# Class Policies and Procedures

At a minimum, all policies stated in the current ULM *Student Policy Manual should be followed* (see <http://catalog.ulm.edu/> and select the appropriate year for the manual). Additional class policies include:

## Textbook(s) and Materials: (Include required and recommended items)

* 1. Attendance Policy: (Include policy for each course)

## Make-up Policy: (Describe policies for late assignments, make-up procedures, etc.) Academic Integrity: Faculty and students must observe the ULM published policy on Academic Dishonesty.

* 1. Course Evaluation Policy: At a minimum, students are expected to complete the online course evaluation. (Also, include any additional course-specific policies related to evaluation of the course.)
	2. Student Services: Information about ULM student services, such as Student Success Center ([www.ulm.edu/studentsuccess/](http://www.ulm.edu/studentsuccess/)), Counseling Center ([www.ulm.edu/counselingcenter/](http://www.ulm.edu/counselingcenter/)), Special Needs ([www.ulm.edu/counselingcenter/special.htm](http://www.ulm.edu/counselingcenter/special.htm)), and Student Health Services, is available at the following Student Services website [www.ulm.edu/studentaffairs/](http://www.ulm.edu/studentaffairs/).

## Emergency Procedures: (Include appropriate emergency information.)

## Discipline/Course Specific Policies: (Include specific policies and procedures of course and the Bibliography for course content if appropriate.)

*\_\_\_\_\_ Instructor provides detail information about feedback/turnaround time for responses/grades postings, etc.*

*\_\_\_\_\_ Instructor’s late policy is clear.*

*\_\_\_\_\_ Course provides the contact information for the Counseling Center and how students gain access to their services with a detailed ADA statement that directs students to services on campus. (Please see below statement.)*

\_\_\_\_\_ Proper citation of acquired materials.

Student Services:

The University of Louisiana at Monroe strives to serve students with special needs through compliance with Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. These laws mandate that postsecondary institutions provide equal access to programs and services for students with disabilities without creating changes to the essential elements of the curriculum. While students with special needs are expected to meet our institution's academic standards, they are given the opportunity to fulfill learner outcomes in alternative ways. Examples of accommodations may include, but are not limited to, testing accommodations (oral testing, extended time for exams), interpreters, relocation of inaccessible classrooms, permission to audiotape lectures, note-taking assistance, and course substitutions.

Information about ULM student services can be found via these links:

* Student Success Center [www.ulm.edu/studentsuccess](http://www.ulm.edu/studentsuccess)
* Counseling Center [www.ulm.edu/counselingcenter/](http://www.ulm.edu/counselingcenter/)
* Special Needs at [www.ulm.edu/studentaffairs/](http://www.ulm.edu/studentaffairs/)
* Library [www.ulm.edu/library/reference.html](http://www.ulm.edu/library/reference.html)
* Computing Center Help Desk [www.ulm.edu/computingcenter/helpdesk](http://www.ulm.edu/computingcenter/helpdesk)

Current college’s policies on serving students with disabilities can be obtained on the ULM website: [www.ulm.edu/counselingcenter/](http://www.ulm.edu/counselingcenter/)

* If you need accommodation because of a known or suspected disability, you should contact the Director for Disabled Student Services at:
* Voice phone: 318-342-5220
* Fax: 318-342-5228
* Walk-In: ULM Counseling Center, 1140 University Avenue (this building and room are handicapped accessible).

Mental Wellness on the ULM Campus

If you are having any emotional, behavioral, or social problems and would like to talk with a caring, concerned professional, please call one of the following numbers:

* ULM Counseling Center; 1140 University Avenue; 318-342-5220
* Marriage & Family Therapy and Counseling Clinic, Strauss Hall 112; 318-342-5678

Remember that all services are offered free to students, and all are strictly confidential.

**If you have special needs that I need to be made aware of, you should contact me within the first two days of class.**

Sexual Harassment or Gender-Based Discrimination

 *Title IX of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds, including federal loans and grants. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct, sexual violence, sexual harassment and retaliation. If you encounter sexual harassment or gender-based discrimination, please contact the Title IX Coordinator at 318‑342‑1004; you may also file a complaint online, 24 hours a day, at:* [*www.ulm.edu/titleix*](http://www.ulm.edu/titleix)*.*

# Tentative Course Schedule (Note: This section should appear on a separate page.)

## Contact Information: Name of instructor, telephone, e-mail, webpage, office location, and hours.

Schedule: Specify the topics and content of each class, due date for assignments and special projects, assigned reading, test dates, etc.; add following note about schedule adjustments—*The instructor reserves the right to adjust the schedule as needed.*

*\_\_\_\_\_ Course schedule*

*\_\_\_\_\_ Course sequence*

*\_\_\_\_\_ Course calendar of due dates/test dates*

**Additional Items:**

*\_\_\_\_\_ Course/syllabus must represent a model of professional communication.*

*\_\_\_\_\_ Tools and media support student engagement and guide the student to became an active learner.*

*\_\_\_\_\_ Technology is used to support and enhance the learning outcome of the course.*

*\_\_\_\_\_ Navigation through the online course components is logical, consistent, and efficient.*

*\_\_\_\_\_ Copies of example assessments that will be utilized in the course to measure the objectives are available for the reviewers. Assessment needs to measure the objectives (formally and informally).*

\_\_\_\_\_ There should be a balance of breadth, depth, and currency of the content for the student to learn the material.

\_\_\_\_\_ Course instructions provide clear description of support offered.

\_\_\_\_\_ Course repository of information is provided

\_\_\_\_\_ Practice types of assessment are provided with timely feedback