Required Syllabus Elements and Definitions

College of Liberal Arts Policy 18

Title: Required Syllabus Elements and Definitions

Course Information
- Course title
- Course number
- CRN
  (All course proposals requiring a syllabus must conform to approved syllabi content. When a syllabus is submitted with a request to teach one of these courses, the faculty member may not know some of the required information, such as the CRN number. In such cases, please include the field populated with "TBA").
- Classroom and building
- Meeting time and days
- Semester and year
- Department

Instructor contact information
- Instructor's name
- Office telephone number
- Office location (room number and building)
- UCO E-mail address
- Office hours

Course Description
- Catalog description
- Prerequisites (If there are none, write “No prerequisites.”)
- Objectives (An objective is a description of what you want your students to be able to do or know -- for example: "The student will write a research paper" or "The student will be able to define the attached list of literary terms."
- Transformational Learning Objectives (“Central Six”)

Transformative learning goals (the “Central Six”) have been identified as: Discipline Knowledge; Leadership; Problem Solving (Research, Scholarly and Creative Activities); Service Learning and Civic Engagement; Global and Cultural Competencies; and Health and Wellness.

This course addresses ___ of the university’s transformative learning goals. List each of the transformative learning goals which apply to the content in the course. Not all courses will address all six transformational goals (for example: Leadership through an indepth examination of leadership styles and outcomes of global actors. Global and Cultural Competencies by examining the ways in which the United States relates with the world, and is challenged to react to global issues, such as the increasingly globalizing economy.)
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- Textbook information (title, author(s), edition or ISBN)
- Other applicable supplies or resources

Course Outline, Grading and Participation Requirements

- Course Outline
  List topics in the sequence they will be covered. This list should include chapter numbers and titles from your tests, date(s) topics will be covered, etc. Course outlines should include due dates for major assignments and exams and must provide the time and date of the final exam.
- Day and time of final exam
- Number of exams and points for each exam
- Description of required work
- Assigned points or percentages of required work:
  The syllabus should list what work will contribute to the student's final grade and what percentage of the final grade it will be. (for example: 3 exams @ 20% each -- the exams will be short answer, identification, and essay questions). The syllabus should contain enough information about each assignment that the student has a clear idea of the amount of work expected of him/her (for example: 2 short papers, 3-5 pages in length @ 10% each). Assignments that will be grouped together into one percentage can be listed as such (for example: homework assignments and quizzes as assigned 10%). Assignments or requirements that can be interpreted in various ways should have a clear explanation -- e.g. class participation means different things in different classes or what will a student need to do to get credit for class participation in your class?
- Grade categories
  Either points or percentages is required (both are preferred).
  For example:
  
<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>540-600 points</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>480-539 points</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>420-479 points</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>360-419 points</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60%</td>
<td>&lt;360 points</td>
</tr>
</tbody>
</table>

  Note: If the class is mixed level (offering both undergraduate and graduate credit), the graduate requirements must be distinguishable from the undergraduate requirements.

Class Management Information

- Attendance Policy
- Policy for late assignments, make-up work and missed exams
- Turnitin.com Plagiarism Syllabus Statement: UCO subscribes to the Turnitin.com plagiarism prevention service. Students agree that by taking this course, all required assignments may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted assignments will be included as source documents in the Turnitin.com restricted access reference database for the purpose of detecting plagiarism of such assignments. Use of the Turnitin.com service is subject to
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the Terms and Conditions of Use posted on the Turnitin.com website. Turnitin.com is just one of various plagiarism prevention tools and methods which may be utilized by your faculty instructor during the terms of the semesters. In the UCO Student Handbook, there is a process for contesting any plagiarism allegations against you.

**UCO Policies**
All syllabi for courses offered in the College of Liberal Arts must contain the following information provided in the Academic Affairs statement. This content may either be referenced through the following url:

http://www.uco.edu/academic-affairs/files/aa-forms/faculty/StudentInfoSheet.pdf

or (preferably) the information may be printed and attached to the course syllabus. This information includes:

a. Academic Integrity Statement
b. UCONNECT Statement
c. ADA Statement
d. Incomplete Grade
e. Withdrawing From All Classes
f. Emergency Individual Class Drop or Complete Withdrawal
g. Important Dates
h. Semester Holidays
i. Library Hours
j. Weather Related Information
k. Emergencies During Finals Statement
l. Final Exam Daily Limits
m. How to Contact a Faculty Member
n. Class Attendance
o. Oklahoma State Board of Regents expectations
p. Helpful Numbers
q. Emergency Evacuations and Drills
r. UCO Copyright Policy

**Intersession, Downtown Consortium, and Study Tour Syllabi**
- All required fields apply to special courses. For information that is unknown at the time of submission (e.g. such as CRNs), please include the field followed by “TBA”.