**SAMPLE SYLLABUS TEMPLATE**

**OAKLAND UNIVERSITY**

**SCHOOL or COLLEGE**

**DEPARTMENT**

**TITLE of COURSE:**

**COURSE #**: **DAY/TIME:**

**YEAR**:

**PROFESSOR**: **CLASS LOCATION**:

**OFFICE PHONE NUMBER**: **EMAIL**:

**OFFICE:** **OFFICE HOURS**:

**CREDITS:**

**COURSE DESCRIPTION:** *(copy directly what is in the OU Course Calendar)*

**LEARNING OUTCOMES:**

*(All objectives/outcomes should be listed in observable, behavioral terms and should directly relate to and assessed by the course assignments/assessments. (These learning outcomes are what should be assessed in the course.)*

*Example: Students will be able to:*

1. *Describe and outline…..*
2. *Demonstrate how….applies to…*
3. *List….*
4. *Apply the theory of….to…*

*(Depending on course/department- may also need to include General Education Outcomes or State Standards)*

**REQUIRED TEXT:**

*(List required and/or recommended texts. May also include additional readings and websites. Please note, textbooks are very expensive and can create problems for some students.)*

**COURSE FORMAT:** *(traditional, hybrid, online, lecture, discussion, seminar, etc.)*

**ASSIGNMENTS:**  *(briefly list assignments here by outlining the following for each assignment.)*

*Topic:*

*Due Date:*

*Points:*

**GRADING SCALE:** *(Explanation of grading. The following is only an example)*

***A – 3.6-4.0 –*** *comprehensive- thorough coverage of all objectives, required content, critical and higher*

*level thinking ,original and creative, sound use of English skills in both written and oral work*

***B – 3.0-3.5 –*** *competent- mastery of basic content and concept, adequate use of English*

***C – 2.0-2.9 –*** *slightly below average work, has met minimum basic requirements but with difficulty*

***D – 1.0-1.9 –*** *has not met requirements of assignment/course, has significant difficulties in many areas*

***F – NO CREDIT – 0.0 –*** *has not completed requirements and has not officially withdrawn from course before drop date*

**GRADING:** *Break down of grades and points. Please check with your department to ensure that you are following the appropriate grading criteria. Note: OU has a 32-point grading system. Commonly, Satisfactory Undergraduate grades are 2.0 and above; Satisfactory Graduate grades are 3.0 and above.*

**CLASS POLICIES**:

*(It is important you clarify your behavioral expectations in writing and have a consequence/plan listed. It is up to you to set the tone in your classroom. Set a respectful, supportive yet firm tone)*

**NOTE: You should include the following items (and you may wish to cut/paste the following language into your syllabus:**

1. **Academic conduct policy**: All members of the academic community at Oakland University are expected to practice and uphold standards of academic integrity and honesty. Academic integrity means representing oneself and one’s work honestly. Misrepresentation is cheating since it means students are claiming credit for ideas or work not actually theirs and are thereby seeking a grade that is not actually earned. Following are some examples of academic dishonesty:
   1. **Cheating on examinations.** This includes using materials such as books and/or notes when not authorized by the instructor, copying from someone else’s paper, helping someone else copy work, substituting another’s work as one’s own, theft of exam copies, or other forms of misconduct on exams.
   2. **Plagiarizing the work of others.** Plagiarism is using someone else’s work or ideas without giving that person credit; by doing this students are, in effect, claiming credit for someone else’s thinking. Whether students have read or heard the information used, they must document the source of information. When dealing with written sources, a clear distinction should be made between quotations (which reproduce information from the source word-for-word within quotation marks) and paraphrases (which digest the source of information and produce it in the student’s own words). Both direct quotations and paraphrases must be documented. Even if students rephrase, condense or select from another person’s work, the ideas are still the other person’s, and failure to give credit constitutes misrepresentation of the student’s actual work and plagiarism of another’s ideas. Buying a paper or using information from the World Wide Web or Internet without attribution and handing it in as one’s own work is plagiarism.

### **Cheating on lab reports** by falsifying data or submitting data not based on the student’s own work.

### **Falsifying records** or providing misinformation regarding one’s credentials.

### **Unauthorized collaboration** on computer assignments and unauthorized access to and use of computer programs, including modifying computer files created by others and representing that work as one’s own.

1. **Add/Drops:** The university policy will be explicitly followed. It is the student’s responsibility to be aware of deadline dates for dropping courses.
2. **Special Considerations:** Students with disabilities who may require special accommodations should make an appointment with campus Disability Support Services, 106 North Foundation Hall, phone 248 370-3266. Students should also bring their needs to the attention of the instructor as soon as possible by providing the “Letter of Accommodations” created by DSS. For academic help, such as study and reading skills, contact the Academic Skills/Tutoring Center, 103 North Foundation Hall, phone 248 370-4215.
3. **Excused Absence Policy:** This policy for university excused absences applies to participation as an athlete, manager or student trainer in NCAA intercollegiate competitions, or participation as a representative of Oakland University at academic events and artistic performances approved by the Provost or designee.

Students shall inform their instructors of dates they will miss class due to an excused absence prior to the date of that anticipated absence. For activities such as athletic competitions who schedules are known prior to the start of a term, students must provide their instructors during the first week of each term a written schedule showing days they expect to miss classes. For other university excused absences students must provide each instructor at the earliest possible time the dates that they will miss.

Make-up work

* + It is the responsibility of the student to request from the instructor an opportunity to complete missed assignments, activities, labs, examinations or other course requirements in a timely manner.
  + Students are responsible for all material covered in classes that they miss, even when their absences are excused, as defined above.
  + Missed classroom activities will be rescheduled at the discretion of the instructor.

*Additional items to be included at your discretion*

1. *Attendance policy*
2. *Due dates and late submissions*
3. *Missing of tests or assignments*
4. *Online expectations (Moodle)*
5. *Dress code*
6. *Emergency protocol*
7. *Cell phone policy*
8. *When and how you can be contacted, and when they can expect to hear back from you*
9. *Others*

Sample Emergency Protocol (No. 10)

**Emergency Preparedness**

In the event of an emergency arising on campus, the instructor will notify you of actions that may be required to ensure your safety. It is the responsibility of each student to understand the evacuation and “lockdown” guidelines to follow when an emergency is declared. These simple steps are a good place to start:

* OU uses an emergency notification system through text, email, and landline. These notifications include campus closures, evacuation, lockdowns and other emergencies. **Register for these notifications at oakland.edu/uts/emergencynotification**
* Based on the **class cellphone policy**, ensure that one cellphone is on in order to receive and share emergency notifications with the instructor in class.
* If an emergency arises on campus, call the OUPD at **248-370-3331**. Save this number in your phone, and put it in an easy-to-find spot in your contacts.
* Review protocol for evacuation, lockdown, and other emergencies via the classroom’s red books (hanging on the wall) and **oakland.edu/prepared**.
* Review with the instructor and class what to do in an emergency (evacuation, lockdown, snow emergency).

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(suggested that this is on a separate sheet so students can keep it handy)

**Date Topic(s) Readings/Assignments Due**

**FULL DESCRIPTION OF EACH ASSIGNMENT with MARKING SCHEME/RUBRICS**

(may include details of all assignments)