[All highlighted text are instructions for completing the syllabus and should be **deleted** prior to finalizing the syllabus.]

**Course Number – Course Title**
Course Syllabus

Term (e.g. Fall 2023)
Online/Online Synchronous/Hybrid/Face-to-Face
Meeting Times (including time zone) and Location (for face-to-face course only)

# **Faculty Information**

Faculty full name and title
e-mail address – When possible, please use the Canvas message system to contact me.
Campus office location
Campus office phone number

Office hours (including any information necessary to utilize office hours, e.g. Zoom)

Communication plan (e.g. days and hours you will be responding to messages – expectation of faculty in our plan to the DOE is to respond within a minimum of two business days.)

# **Supplemental Instructor**

(Delete this section if you do not have a Supplemental Instructor or if the information is not known. The idea is to provide information your students may need in order to interact with the people supporting you and your course.)

SI name
e-mail address
Campus office/meeting location
Campus office phone number

Office hours

# **Course Materials**

## Required Materials

(Include ISBNs, when needed, etc. Include any required calculator, lab supplies, art supplies, etc.)

## Recommended Supplemental Materials (Delete if there are no supplemental materials)

# **Course Description**

(add wording verbatim from the current catalog)

# **Purpose**

(A statement about the general purpose of the course (i.e. foundational), how the course links to general education or major program curriculum (i.e. preparatory for…)—the “rich course description.” You might elaborate on the organization or flow of the course and mention topics the course does not cover if past students had mistaken expectations.)

# **General Education Competencies**

(Delete this section if your course is not a general education course.)

General education is the foundation that supports success at Delta State University and prepares students for lifelong learning. This course helps students achieve the following General Education Competencies. Students who graduate from Delta State University will: (List ONLY the General Education competencies this course fulfills.)

1. Clearly and effectively communicate in written and oral formats.
2. Understand and use qualitative and quantitative methods for analysis and problem-solving.
3. Demonstrate ability to apply the scientific method to understand the natural sciences.
4. Demonstrate an understanding of arts and humanities within historical and cultural context.
5. Demonstrate an understanding of human history and diverse cultures.
6. Demonstrate an understanding of human behaviors and social structures.

# **Program Learning Outcomes (PLO)**

Consult with your Department/Division Chair to ensure the lists of Program and Course Learning Outcomes are up to date.

This course helps students achieve the following program learning outcomes:

(List **only** the specific Program Learning Outcomes this course addresses. Use PLO numbers as designated for your major.)

# **Course Student Learning Outcomes (SLO)**

Clearly state the broad course student learning outcomes from the learners’ perspective, to be suited to the level of the course, and described behaviorally using measurable action verbs (e.g. “explain,” “describe,” “identify,” etc.). Align the course learning outcomes with the program learning outcomes or the general education competencies.

At the completion of the course students will:

1. Compare and contrast the main themes of… (PLO2) (GE1)
2.

# **Specific Course Objectives**

***Optional for inclusion in the syllabus***

These are the specific module/learning unit level learning objectives which are more specific than the course student learning outcomes. Align these specific course objectives with one or more of the course student learning outcomes.

At the completion of the course students will:

1. Students will compose a thesis statement. (SLO1)
2. add

# **Major Course Activities**

(This section contains specific descriptions of the types of activities that will ensure students meet the course student learning outcomes (see above). Align each activity with one or more course Student Learning Outcomes (SLOs). Types of activities may include quizzes, exams, papers, problem sets, homework/assignments, etc.)

# **Evaluation and Grading**

(Include the following minimal information; organize this section in a way that will clearly communicate the information to your students.)

* How each type of major student activity will be assessed
* Point or percentage point values assigned to each activity and/or activity type (e.g. assignment group weights)
* Rounding rules; explicitly state no rounding if you do not round
* Grading scale
* Late assignment policy; make it perfectly clear if you do not accept late assignments!
* Expectations on the type and timing of feedback and grades

The Final Exam for this course is scheduled for [insert date, time, and location].

# **Attendance**

*Regular and punctual attendance at all scheduled face-to-face and online classes and activities is expected of all students and is regarded as integral to course credit.*

(Provide other details or expectations as you wish.)

**[DSU Policy on Class Attendance](http://www.deltastate.edu/policies/policy/university-policies/academics-students/class-attendance/)**

# **Academic Honesty Policy/Grievance Policy/FERPA**

Students have both responsibilities and rights that guarantee the value of a Delta State diploma, ensure the integrity of each student’s degree, and protect students’ academic privacy.

* [**DSU Policy on Academic Honesty**](http://www.deltastate.edu/policies/policy/university-policies/academics-students/academic-honesty/)
* [**Academic Grievance Policy-Undergraduate**](http://www.deltastate.edu/policies/policy/university-policies/academics-students/grievance-policy-academic-undergraduate/)
* [**Academic Grievance Policy-Graduate**](http://www.deltastate.edu/policies/policy/university-policies/academics-students/grievance-policy-academic-graduate/)
* [**Family Education Rights and Privacy Act (FERPA)**](https://www.google.com/url?client=internal-element-cse&cx=009285266161935124901:kp1qvzvdwkw&q=https://www.deltastate.edu/docs/registrar/FERPA%2520notifications%2520DSU.pdf&sa=U&ved=2ahUKEwjLmKyc3bLwAhUNc98KHb6ABl0QFjABegQICRAB&usg=AOvVaw0vZB4vLQySWDUGn9x0yePq): FERPA provides the faculty member the right to discuss issues pertaining to a student’s performance with only DSU employees who have a legitimate educational interest. For instance, if a faculty member is concerned about a student, the faculty member may submit an alert to the appropriate DSU department.

# **Participation**

(Set clear expectations for participation. E.g. quality, quantity, etiquette, netiquette, discussion participation, interaction with other students, etc. This section may not be needed if this topic is addressed under Evaluation and Grading.)

# **Etiquette and Civility Online/Netiquette**

(Note that even face-to-face classes need to address netiquette regarding e-mail and Canvas messages. Netiquette refers to the guidance and expectations for students communicating online in a group setting. This includes discussion forums, email, and any other form of communication used in this course.

#  **Additional Course-Specific Rules, Policies, Expectations**

(Delete section if you do not need it)

# **Course Schedule/Content Outline**

(A schedule that informs students of the dates and sequence material will be covered, due dates for assignments, due dates for major projects, final exams, and other important academic dates as appropriate – link to Academic Calendar IF you wish: http://www.deltastate.edu/academic-affairs/calendar/)

(It is important to your students for this information to be provided here for face-to-face classes; however, you might want to explicitly remind students that this is only a *tentative* or *planned* course schedule. There is a disclaimer at the end of the syllabus, but a reminder here might be helpful.

At a minimum, include dates and topics for each week; however, feel free to include as much detail as you would like.)

Week 1 August 21 – 25 topic, etc.

Week 2 August 28 – Sept 1

Add and Drop deadlines are listed in the [**Academic Calendar**](http://www.deltastate.edu/academic-affairs/calendar/).

Other important information may be found in the [**Course Catalog**](http://www.deltastate.edu/academic-affairs/catalog/).

# **Technology**

(Add information for any technology that you include in your course, including iclickers, MindTap, Aplia, MyLab, Connect, Zoom, Flipgrid, Kahoot!, Twitter, etc. *It is very important that students know whom to contact when they have technical difficulties*!)

For assistance using Canvas, you can click the help icon in your course, or refer to the [**Canvas Student Guide**](https://guides.instructure.com/m/4212). If you experience technical difficulties, or need technical assistance with this course, please contact OIT's 24-hour Help Desk via email at helpdesk@deltastate.edu or by phone at 662-846-4444 or 866-264-1465 (toll free). Please include the course name and your 900# when contacting the Help Desk.

**Link to Canvas: https://deltastate.instructure.com**

[**Canvas Accessibility Statement**](https://www.canvaslms.com/accessibility)

# **Student Support Services**

## Student Success Center

The Student Success Center provides educational learning services and assistance for all students, including 24-7 online tutoring (Click the 24/7 Tutoring button on left side menu bar inside course Canvas shell.). Additional information can be found on the [Student Success Center](https://www.deltastate.edu/student-success-center/) website**.**

## Roberts-LaForge Library

The Roberts-LaForge Library provides numerous resources and services for students, faculty, and staff. Along with the diverse print collections there are thousands of full-text journals and eBooks available 24/7 through its website. It also houses a computer lab, group study rooms, and individual study spaces. Research assistance is always available and additional material can be ordered from across the country using Interlibrary Loan. Additional information on the [Roberts-LaForge Library Services](https://www.deltastate.edu/library/) website.

Writing Resources for Students

* [**Roberts-LaForge Library**](http://www.deltastate.edu/library/student-writing-resources/)
* [**Student Success Center**](http://www.deltastate.edu/student-success-center/academic-support-services-developmental-studies/)
* [**Writing Center**](http://www.deltastate.edu/artsandsciences/languages-literature/writing-center/)

Services include individual assistance at all stages of the writing process, including: brainstorming, discovering a thesis, organizing and developing and argument, sentence structure, documentation style, and resumes and letters of application.

# **ADA Statement and Disability Services**

For assistance with and to make arrangements for accommodation for disabilities, please contact [**Disability Services**](https://www.deltastate.edu/student-affairs/health-counseling-services/), at the O.W. Reilly Student Health Building, 662-846-4690. It is the responsibility of students who have professionally diagnosed disabilities to notify the disability coordinator and present documentation in a timely manner so that necessary and/or appropriate modifications can be made to meet any special learning needs.

Delta State University is committed to a policy of equal employment and educational opportunity. Delta State University does not discriminate on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, or veteran status. This policy extends to all programs and activities supported by the University.

**Sexual Harassment Statement**

In accordance with Title IX, Delta State University is committed to maintaining a learning and working environment free from sexual and gender-based discrimination, harassment, sexual assault, sexual exploitation, sexual intimidation, stalking, dating violence, domestic violence, or any other behavior that is non-consensual or has the purpose or effect of coercing a person or persons. For questions or concerns about Title IX, please visit the Sexual Harassment Policy or contact the Title IX Coordinator at (662) 846-4159 or email titleix@deltastate.edu.

# **Disclaimer**

This syllabus is based on the most recent information about the course content and schedule planned for this course. Its content is subject to revision as needed to adapt to new knowledge or unanticipated events.