

SYLLABUS TEMPLATE CHECK OFF LIST

Department
 COURSE NUMBER AND TITLE (as listed in the SFA bulletins)
 Semester

Instructor: Office: Office Phone: Other Contact Information:	Course Time & Location: Office Hours: Credits: Email:
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Prerequisites:

I. Course Description: (brief paragraph)

- _____ Begins with General Bulletin description
- _____ List any pre-requisites, field and/or clinical requirements, if applicable.
- _____ Possibly add other major topics and issues contained in the course.
- _____ Indicate if there is a critical assignment related to accountability and accreditation in this course.
- _____ Check with faculty to address any curriculum changes that have taken place such as a prerequisite or course description change.

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes): The complete listing of the standards associated with the PLOs, SLOs, assignments, and assessments are located on the PCOE website.

- _____ It has been suggested that a general statement can be made about all standards being found on the PCOE web page in lieu of adding a master list of each group of standards to a syllabus.
- _____ Give a brief description of how this course relates to the Perkins College of Education's Conceptual Framework (CF) and/or Vision, Mission, Goals and Core Values (VMGV).
- _____ Include how the course objectives, activities, and other course aspects support the CF and/or VMGV. The CF and VMGV describe a shared vision and purpose for the SFASU College of Education.
- _____ Connections with other courses within the program, if applicable.

Program Learning Outcomes: Program Specific

- _____ List the program learning outcomes addressed in this course as identified in the course matrix for your degree program.
- _____ All departments require a listing of Program Learning Outcomes (PLOs) on a syllabus. PLOs should be related to the "general" or "broad" standard identifiers for the specific programs. For Educator Preparation Programs (EPP), include program, ISTE, TEA, and InTASC standards. These should be general (1 or 2).
- _____ For Professional Preparation Programs (PPP), professional standards should be connected to the identified PLOs.

_____ Programs could identify 3-5 PLOs that address the program in general.

_____ If this is a general education core curriculum course and no PLOs are taught in this course then insert the following statement under this heading:

“This is a general education core curriculum course and no specific program learning outcomes for this major are addressed in this course.”

Student Learning Outcomes: Course Specific

_____ List all students learning outcomes (SLOs) for this course including the course specific student learning outcomes that support the PLOs above.

_____ SLOs in a course support the PLOs and are specific as well as include the exact knowledge, skill or behavior taught in the course.

_____ **For Educator Preparation Programs, include program, TEA, ISTE, and InTASC standards. These should be specific (1a or 1.2).**

_____ **For Professional Preparation Programs, specific professional standards should be directly tied to the SLOs.**

_____ **Assessments/assignments listed for SLOs need to be measurable and relate directly to the above standards.**

_____ For additional information on meaningful and measurable learning outcomes see the assessment resource page <http://www.sfasu.edu/assessment/index.asp>.

III. Course Assignments, Activities, Instructional Strategies, use of Technology:

_____ Assignments and/or activities need a short description.

_____ Include program standards, TEA, ISTE, InTASC standards, as well as SPA standards that address the assignments.

_____ Any assignment that represent a SPA or CAEP standard (including ISTE, TEA, and InTASC standards) are required to be submitted in LiveText for accreditation purposes.

IV. Evaluation and Assessments (Grading):

_____ Describe what the assessments will be and what portion of the grade will be determined by that assessment.

_____ **For each assessment/assignment, be sure to add the standard/s that is/are being addressed AND this/these standard/s are the ones identified in the SLO section.**

_____ **If you count attendance as part of the grade, be sure to include how attendance will be taken and the percent attendance will count towards a final grade.**

_____ Include any assessment scoring guides.

_____ **Indicate the penalty assessed to the assignment(s) that require a LiveText submission should the student not submit as required.**

V. Tentative Course Outline/Calendar:

- _____ Indicate topic, assignment, and anticipated due dates for each class meeting.
- _____ Topics should reflect the program goals and clearly present program standards, as well as professional and state standards.
- _____ Indicate the assignment(s) that are related to accountability and accreditation measures.
- _____ Indicate all and any assessments that require submission to LiveText.
- _____ **NEW: Attendance and participation MUST be addressed in syllabi. Faculty may want to consider a/an assignment during the first three weeks of school that signifies a student has attended and participated in the class. For reporting purposes, a student who does not attend class and/or shows participation will be dropped from financial aid for that course.**

VI. Readings (Required and recommended—including texts, websites, articles, etc.):

- _____ Any and all materials used for the course need to be added here.
- _____ **FEM Statement:**
In this course you must purchase and activate the LiveText add-on, Field Experience Module (FEM), PRIOR to your first day of field experience/clinical teaching. Failure to purchase and activate the account and/or submit the required assignment(s) within the FEM system may result in course failure. FEM must be purchased from www.livetext.com for a fee of \$18.00.
- _____ **LiveText Statement:**
This course uses the LiveText data management system to collect critical assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education. Students who do not have an existing LiveText account will receive an access code via the SFA email system within the first week of class. You will be required to register your LiveText account, and you will be notified how to do this via email. If you forward your SFA e-mail to another account and do not receive an e-mail concerning LiveText registration, please be sure to check your junk mail folder and your spam filter for these e-mails.

If you have questions about obtaining or registering your LiveText account, call ext. 1267 or e-mail SFALiveText@sfasu.edu. Once LiveText is activated, if you have technical questions, call ext. 7050 or e-mail livetext@sfasu.edu. Failure to activate the account and/or submit the required assignment(s) within the LiveText system may result in course failure.

(With the new roll out of mySFA and the email process, titan mail is changing to _____@jacks.sfasu.edu.)

VII. Course Evaluations:

- _____ Include a statement about the importance of course evaluations, the process, and if the instructor allows, outline how the students will be rewarded/recognized for completing the survey, i.e. extra points.
- _____ Possible statement to use:

“Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. Evaluation data is used for a variety of important purposes including:

1. Course and program improvement, planning, and accreditation;
2. Instruction evaluation purposes; and
3. Making decisions on faculty tenure, promotion, pay, and retention.

As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!”

In the Perkins College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Other Policy Information: Found at <https://www.sfasu.edu/policies>

_____ Class Attendance and Excused Absence: Policy 6.7

Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

_____ Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 936-468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to <http://www.sfasu.edu/disabilityservices/>.

_____ Student Academic Dishonesty: Policy 4.1

Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

Definition of Academic Dishonesty

Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:

- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment; and/or;

- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one's own. Examples of plagiarism include, but are not limited to:

- submitting an assignment as one's own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

Penalties for Academic Dishonesty

Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university

Student Appeals

A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

Withheld Grades: Policy 5.5

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Student Code of Conduct: Policy 10.4

Classroom behavior should not interfere with the instructor's ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This policy applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA. Information regarding the iCare program is found at <https://www.sfasu.edu/judicial/earlyalert.asp> or call the office at 936-468-2703.

Additional Information:

To complete Certification/Licensing Requirements in Texas related to public education and other professional settings, you will be required to:

1. Undergo criminal background checks for field or clinical experiences on public school campuses; the public school campuses are responsible for the criminal background check; YOU are responsible for completing the information form requesting the criminal background check. If you have a history of criminal activity, you may not be allowed to complete field or clinical experiences on public school campuses. At that point, you may want to reconsider your major while at SFASU.

2. Provide one of the following primary ID documents: passport, driver's license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at www.texas.ets.org/registrationBulletin/ <<http://www.texas.ets.org/registrationBulletin/>>). YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.
3. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.

For further information concerning this matter, contact Katie Snyder 936-468-1740 or snyderke1@sfasu.edu.

IX. Other Relevant Course Information: