Southwestern Oklahoma State University

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2-28-2019

Traditional Syllabus Template

Southwestern Oklahoma State University

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HLC Accreditation Evidence Document

Title:

Source:

Summary:

SWOSU
Southwestern Oklahoma State University

Traditional Syllabus Template

Course Prefix, Number and Name

Semester and Year

Instructor Contact Information

> **NAME:**   Name
>
> **PHONE:**   Phone
>
> **EMAIL:**   Email
>
> **OFFICE:** Office

Preferred time and method to contact the Instructor

Add Text

Course Information

Add Text

Course Prerequisite

Add Text

Course Description

Add Text

Required Textbook(s)

Add Text

Additional Required Readings/Supplemental Course Material

Add Text

Supplemental Readings (Optional)

Add Text

"Materials used in connection with this course might be subject to copyright protection. Learn more about copyright at the U.S. Copyright Office web site at http://copyright.gov/fls/fl102.html (Links to an external site.)

Course Policies

Attendance Policy

Add Text

Late Assignment Policy

Add Text

Instructor Participation

Add Text

General Education Goals (Include if your course is a General Education course, delete this section if not)

At the conclusion of this course the following General Education Goals will have been covered. (At least one (1) goal from GE Goals 1-4 and two (2) goals from Goal 5.)

Course Learning Objectives/Goals

At the conclusion of this course the students should know and be able to:

Individual Unit Learning Objectives/Goals (if using)

At the conclusion of this unit students should know and be able to:

Course Learning Activities/Assignments

Add Text

Course Schedule and Grading Criteria

Add Text

Grading Rubrics

Add Text

Grading Scale

Add Text

Faculty Profile

Add Text

The following is required for all courses:

Academic Integrity and Plagiarism

More information regarding the University's Academic Integrity and Plagiarism Policy is located in the Student Handbook.

Academic Integrity

Academic integrity is expected and required. ALL suspected violations of the academic integrity policy will be reported. Sharing, copying, or doing work together is *not* permitted unless explicitly stated. Ignorance is not a defense against academic integrity violations. No forms of cheating or plagiarism will be tolerated. Please see your student handbook if you have questions about the meaning of these terms or the consequences of violating academic integrity http://www.swosu.edu/students/index.aspx (Links to an external site.).

Plagiarism

An essential rule in any university class is that all printed and spoken work which a student submits should be entirely his/her own, or properly documented. If it is not, the student is guilty of plagiarism. The following are two types of plagiarism of which the student should be aware:

1. Word for word copying, without acknowledgement, of the language of another person. Obviously, having another person write or dictate all or part of one's printed or oral work. In addition, a student should copy **NO** printed, spoken or electronic passage, no matter how brief, without acknowledging its source. This applies to even the briefest of phrases if they are truly individual and distinctive.
2. Another type of plagiarism is the unacknowledged paraphrasing of another's ideas. A student should no more take credit for another's thoughts than for another's language. Any distinctively original idea taken from another should be credited to its author. If the student does not know whether another's idea is distinctively original, he/she should incline to believe that it is; no fault attaches to over-acknowledgement, but under-acknowledgement is plagiarism.

Americans With Disabilities Act Amendment Act (ADAAA)

More information regarding ADAAA is located in the Student Handbook**.**

Special Accommodations

Students requiring special accommodations due to a learning disability or physical limitation must notify the Dean of Students **prior to the end of the first week of classes.** The student should meet with each instructor after the first class period or during the instructor's office hours within the first week of class and discuss the specific accommodation options that have been recommended and how they will be adopted in his or her class.

Students with Disabilities

If any member of the class feels that he/she has a disability and is in need of special accommodations, the instructor will work with you and Student Services in order to provide reasonable accommodations. This will help ensure that you have an equal opportunity to perform in this class. Please advise the instructor of such disability and the desired accommodations at some point before, during, or immediately after the first scheduled class period. Students needing accommodations should contact the Dean of Students at studentdean@swosu.edu.

See webpage for additional information http://www.swosu.edu/administration/studentdean/students-disabilities.aspx. (Links to an external site.)

Upswing Guide for Students

Upswing, a new and exciting online tutor service, is provided for all students (effective Fall 2017). The following information can help you understand Upswing, how to use it, and how it can help you succeed in online courses. Students can *schedule times* for tutoring or get immediate help if there is a coach available, the service is offered 24/7.

The video which explains how students can use Upswing to schedule sessions with Upswing's coaches/tutors is accessed by the following link: [How-To Video on SWOSU's online tutoring system](#).

The SWOSU's Upswing portal is: SWOSU.upswing.io
Username: student's email address
Password: upswing
Your Upswing password needs changed as soon as possible by going into settings.

Resources for Student Success

In the Canvas course, on the left side of the screen in the Course Navigation, you will find **Resources for Student Success**. The Center for Excellence in Teaching and Learning has developed a course guide to assist you with all of your academic needs. The course includes numerous resources and strategies for student success such as: Canvas orientation, university and student policies, numerous links for academic support, information about the library, tutoring, writing center, financial support, technology, and many other important resources to help you not just in this courses, but all of your courses. I strongly encourage you to take the time to review the **Resources for Student Success**.

The instructor reserves the right to make changes to any information contained in this syllabus at any time during the semester. An updated version of the syllabus will be discussed and distributed to students if changes are made.