

APPENDIX B

Colorado State University-Pueblo
Department Name
Syllabus for COURSE NUMBER & TITLE
SEMESTER, YEAR

Instructor Name:

Instructor Office:

Phone:

E-mail:

Department Office Phone:

Fax:

Class: Course Number-Section Number (Call Number), Class Hours, Days, & Location

Office Hours: Be specific, consider including “and by appointment”

Course Description:

Prerequisite:

Required Text and Other Materials:

Suggested Reading and Viewing:

Department or College Learning Goals: Include these as appropriate for your department and college.

Course Objectives/Instructional Methods: Course objectives are those things you expect students to know and be able to do as a consequence of taking the course. They are written in terms of demonstrable behaviors, e.g., students will construct appropriate hypotheses in the field of natural sciences.

Course Requirements:

- Homework: Provide policies including if/how homework will be graded and factored into the course grade, and deadline policies (how late homework will be handled).
- Exams, Quizzes, and Projects: Provide policy on missed exams or quizzes, and consider notifying students of the scheduled final exam date/time.
- Use of Technology: Explain what will be used/required/optional and how to access it.

Attendance/Participation: Policies are at discretion of the professor. If utilized, explain how your policies impact a student’s course grade. Check departmental standards. If a student’s attendance is not meeting your expectations and you have concerns about the student, consult with your department chair or associate dean.

Extra Credit: If offered, it must be fairly and universally offered, not just to selected students. Be specific on how it is factored into the grading.

Grading: Be very specific regarding the components of the grade and include “floors” for each of the letter grades (A range through F). One possible way to state a “floor” is as follows: an overall average of xx percent will receive at least a grade of A-.

Accommodations: *(The AY12-13 statement appears below; contact DRO for current statement)*
This University abides by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which stipulates that no student shall be denied the benefits of an education “solely by reason of a handicap.” If you have a documented disability that may impact your work in this class and for which you may require accommodations, please see the Disability Resource Coordinator as soon as possible to arrange accommodations. In order to receive accommodations, you must be registered with and provide documentation of your disability to: the Disability Resource Office, which is located in the Library and Academic Resources Center, Suite 169.

Academic Dishonesty: *(Can use the suggested policy below, or an existing Instructor, Department or College Policy)*

Academic dishonesty is any form of cheating which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. In cases of academic dishonesty, the instructor will inform the chair of the department prior to implementation of punitive action. Academic dishonesty is grounds for disciplinary action by both the instructor and the Dean of Student Services and Enrollment Management. Any student judged to have engaged in academic dishonesty may receive a failing grade for the work in question, a failing grade for the course, or any other lesser penalty which the instructor finds appropriate. To dispute an accusation of academic dishonesty, the student should first consult with the instructor. If the dispute remains unresolved, the student may then state his or her case to the department chair (or the dean if the department chair is the instructor of the course).

Academic dishonesty is a behavioral issue, not an issue of academic performance. As such, it is considered an act of misconduct and is also subject to the University disciplinary process as defined in the CSU-Pueblo Student Code of Conduct Policies and Procedures Manual. Whether or not punitive action has been implemented by the faculty, a report of the infraction should be submitted to the Dean of Student Services and Enrollment Management who may initiate additional disciplinary action. A student may appeal a grade through the Academic Appeals Board. The Dean of Student Services and Enrollment Management’s decision may be appealed through the process outlined in the Student Code of Conduct Policies and Procedures Manual.

Early Alert: *(To be included for general education courses)*

This course is part of CSU-Pueblo’s general education program, and participates in the Early Alert program. Early in the semester, information about student performance in this class will be communicated to Student Academic Services. This information is then relayed to academic advisors and others involved in supporting student success. Your advisor may then ask to meet with you to discuss your progress. The program is designed to promote success among our students through proactive advising, and through referral to appropriate resources. The effort continues throughout the semester, and instructor concerns can be posted to the Early Alert system at any time.

Important Dates: Could include a general schedule of topics covered in the course including deadlines on major assignments, could include drop/add dates, midterm and final exam dates

Other Policies: *(optional)*

Could address policies pertaining to cell phone/electronic devices, courteous behavior suggestions, grade appeal procedures. Regarding cell phones, here is one possible wording: **ELECTRONIC DEVICES:** Please turn off and put out of sight all electronic devices during class time. The interruptions they cause disrupt class and interfere with the learning process. A repeat offender may lose credit for the day's work.

In addition, if applicable, include "Exam Day Classroom Policy" and/or "College Code of Conduct."

Learning Resources: *(optional)*

Math Learning Center (location, hours, etc.)

Writing Center (location, hours, etc.)

Tutoring Center (location, hours, disciplines, etc.)

PROPEL Center (location, hours, disciplines, etc.)

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Class Schedule *(optional)*¹

¹ Class schedule is tentative. There may be changes due to unexpected events and/or factors.