

## University of South Alabama Course Syllabus Template

This template includes the minimum requirements for a course syllabus with recommended items in blue. Individual colleges/schools may have different requirements and/or organizational structure for course syllabi items based on their accreditation needs and/or college/school requirements.

*Note:* Items in red are required; items in blue are recommended.

### Course Information

Term

Subject, Number, Section Number, Course Title

Course Format: No web component, Web-enhanced, Blended, or Online

Class days and time

Building/Room number

For cross-listed courses, include information for both courses: subjects, course numbers, and sections.

For dual-listed courses (400/500 level courses), separate syllabi must be created.

### Instructor Information

Name

Telephone number

E-mail address

Office hours or means of instructor availability for out-of-class consultations with students

Office address

### Course Description

Use course description found in current Undergraduate and Graduate Bulletin or, if a new course, the proposed course description.

### Course Topical Outline

Schedule of events with dates for class meeting/topic. Include readings, due dates for other assignments such as quizzes, exams, presentations, papers, etc. and the date/time of the final exam.

### Course Goals and Objectives

List goals and objectives of the course

For dual-listed courses, the learning objectives and assessments should reflect the student level.

## **Course Pre-requisites / Co-requisites**

Indicate skills and/or course prerequisites/co-requisites

## **Course Materials**

List textbook(s), any other instructional materials and technology requirements for the course.

## **Class Attendance Policy**

Record of attendance needed to assign an F\* grade.  
For online or blended courses, state your expectations regarding online participation.

Policy on late arrivals.

You may wish to review the 'Attendance and Absences Policy', in the Undergraduate Academic Policies and Procedures section of the Undergraduate and Graduate Bulletin for attendance and absences policy

## **Important Dates**

Last day to add/change to audit  
Last day to drop a course (state audit policy)  
Holidays

## **Assessment**

Number and type of examinations  
Policy on make-up examinations  
Course assignments, if any  
Penalty, if any, for late work  
How final grade is determined

List each item that contributes to the final grade; give percent or number of points that each item contributes to final grade

### **Grading Scale**

List the percent or the number of points needed to receive A, B, C, D, F.

Extra credit, if offered

## **Course and Teacher Evaluation**

Include a statement explaining the importance of student input for course improvement and that their evaluations are taken seriously and do effect change.

## **Academic Support**

Describe the academic support available to your students that may be specific to your course or subject area.

## **JagSuccess**

If you are teaching a 100 or 200 level course, provide a statement regarding JagSuccess.

JagSuccess provides Academic Success Workshops, Supplemental Instruction, First Year Experience Courses, Peer Mentoring, and Peer Tutoring. As a student at the university is it imperative that you utilize all resources that are available to help you succeed. More information can be found at <http://www.southalabama.edu/departments/academicsuccess/jagsuccess.html>

## **Writing Support**

Information about the University Writing Center and Online Writing Lab can be found online at <http://www.southalabama.edu/writing>

## **Counseling and Testing Services**

Counseling and Testing Services provides a variety of free and confidential services for students. For further information regarding this resource go to <http://www.southalabama.edu/counseling> or call the office at (251) 460-7051.

## **Testing**

Include information about USA-approved proctoring options for online or blended courses as applicable. State whether exams will be proctored on-campus or off-campus and describe option.

**Include any additional student charges associated with establishing student identification and exam proctoring.**

## **Communication and Feedback Policy**

Provide students with details about course-related communications (e.g., email, course website, etc.) and include any specific email policies. State policies for communications related to assignments and assessments, including time-frame for providing feedback or results of graded work.

## **Additional Academic Course Policies**

Direct students to click on the Additional Academic Course Policies tab in their USAonline course page (which is automatically included in every USAonline course site) or to click the following link to view USA policies on Academic Disruption and Class Demeanor, Changes in Course Requirements, Student Academic Conduct Policy, Students with Disabilities, USAonline, and Operational Disruptions.

<http://www.southalabama.edu/departments/academicaffairs/resources/policies/additionalacademiccoursepolicies.pdf>

**Add any additional policies here:**