

Professional Development Syllabus Format

Course Title: Please provide name of course

Number of Credits: Please indicate number of credits

Instructor: Indicate your name and contact information (telephone and email), as well as the best way to reach you and the best times.

Once you are in the OU email system, please use your OU email account. Students MUST also have and use their OU email account.

NOTE: If you are teaching a fully-online course, it is recommended that you NOT include your email on your syllabus. By not including your email, this will encourage students to go through Moodle to contact you, which has many advantages including letting you know to which course the student belongs, tracking conversations in one place, and others.

Here is a link to our webpage showing bios of faculty and instructors in our program. <http://www.oakland.edu/ASD/SEfaculty>. If your bio is not included here, please send information to martino@oakland.edu and we will add you to this webpage. You may or may not want to include a link to this webpage to your syllabus for students to view.

Semester and Year: Indicate which semester and year this course is being offered. Please be sure to update this as needed.

Format/Dates: Specify whether the course meets on-ground, online or in hybrid format.

- If on-ground, give all face-to-face meeting dates and times.

- If hybrid, indicate on which dates the class will meet face-to-face, AND on whether or not there are any other synchronous time expectations.
- If online, indicate whether or not students will be required to participate in any Skype sessions, synchronous chats, or any other “real time” activity, and *give specific dates and times these will occur.*

Office Hours: Please indicate whether you will be available before or after each class, on a specific day / time, whether that time will be online, in person or by phone, the location, phone number or OU email to use, or whether you’d prefer students contact you to schedule an appointment.

Please also include a statement about expected “turn-around time” related to responding to emails and voicemails – especially as it relates to time-sensitive issues (we recommend aiming for no more than 48 hours) – as well as how long students should expect it to take to receive feedback on assignments.

Pre-Requisites for this course, if any: Please see pre-requisite info below and include only that which applies to your course:

SE 559 – none

SE 527 – must have completed SE 559 or SE 550

SE 578 – must have completed SE 559 or SE 550

SE 579 – must have completed SE 559 or SE 550

SE 596 – must have completed SE 559 or SE 550

SE 502 – has no pre-requisites

SE 524 – a minimum of 16 credits completed in the program

PLUS completion of SE 502

SE 590 – None

SE 640 – None

SE 641 – None

Textbooks/Readings (both required and optional): Please list them here.

Course Description: At minimum, please give the Graduate Catalog course description for your course – if available – and feel free to add additional information as appropriate.

Here is a link to the Graduate Catalog (You may find your graduate course description here and include it in your syllabus):

<http://www.oakland.edu/?id=9482&sid=174>

Topics: List all major topics included in the course description, as well as the supplemental topics that round out your course.

Learning Goals/Course Objectives: Use bulleted points to indicate what the students are expected to learn in this course.

Course Requirements/Methods of Instruction: What kinds of activities/ assignments will be required? Will students work individually? In groups? Will they be required to do field assignments?

Methods of Evaluation/ Performance Assessments: All methods of assessment, including exams, should include a practical component. The syllabus should clearly show weighting of assignments, either through points or a percentage of total grade. For the Oakland University suggested numeric grading scale, see p. 14 of the *Practical Guide for Lecturers*.

Bibliography/References: These resources may be included under Textbooks/ Readings if you prefer.

PLEASE COPY AND PASTE THE FOLLOWING STATEMENTS TO THE END OF YOUR SYLLABUS:

Academic Conduct Regulations:

All members of the Oakland University academic community are expected to practice and uphold standards of academic integrity and honesty, including avoidance of plagiarism. All academic misconduct allegations are forwarded to the Dean of Students Office and adhere to the student judicial system. Academic Conduct Regulations can be found at <http://www.oakland.edu/?id=1610&sid=75>

Disability Support Services:

Students with a disability who feel they need accommodations should contact the instructor directly. If more formal supports are needed, persons with disabilities may contact Disability Support Services at www.oakland.edu/dss/.

Notice of Non-Discrimination:

Oakland University, as an equal opportunity institution, is committed to compliance with all federal and state laws prohibiting discrimination. Oakland University prohibits discrimination on the basis of race, sex, color, religion, national origin or ancestry, age, height, weight, familial status, marital status, disability, creed, sexual orientation, veteran status and other prohibited factors in employment, admissions, educational programs and activities. Inquiries or complaints should be addressed to: Director, Office of University Diversity and Compliance, 203 Wilson Hall, 2200 North Squirrel Road, Oakland University, Rochester, Michigan 48309-4401.

Technical Requirements for online or hybrid courses:

OU uses Moodle (<http://moodle.org>) as its learning management system. For those unsure about online learning, OU provides an online orientation to e-learning, information about Moodle and a self-assessment to determine if e-learning is for you. For more info on e-learning at OU, go to http://www2.oakland.edu/elis/SO_index.cfm.

Technically, you will need to download & use the Firefox browser, available free of charge at <http://www.mozilla.com/en-US/>. Firefox will maximize your e-learning experience. Lastly, high speed internet connections are recommended.

