

PROPOSAL ITEM 3 OF 4

The General Education Committee considers the following syllabus format as the minimum component requirements for all syllabi submitted to the committee for the purposes of triennial review, or for approval as a new course to meet the revised General Education Requirements. Incomplete syllabi will not be reviewed. Anything listed in red is required. However, the sequence of presenting the required information within the syllabus is at the discretion of the department or program. All wording contained below in brackets [] or () is either explanatory, or suggested wording, not necessarily for direct dissemination to students.

University
School/College
Department/Program

Rubric, Course Number and Title, and Number of Credits
Semester/year of Syllabus

Instructor:

E-mail:

Office:

Office Phone:

Class Time:

Office Hours:

Course (Catalog) Description:

This class satisfies the General Education requirements in the - *insert the appropriate General Education category, or categories – from Foundations, Knowledge, Integration, Diversity, or Writing areas.*

Course Prerequisites/corequisites (if any):

Quote all pertinent General Education Learning Outcomes:

- 1.
- 2.

Add specific course objectives

[The objectives must clearly indicate how the specific General Education Learning Outcomes are satisfied].

Cross-Cutting Capacities:

- 1.
2.

[At least one Cross-Cutting Capacity is required; additional Capacities are encouraged. State clearly which Cross-Cutting Capacities (critical thinking, social awareness, effective communication and information literacy) are addressed (as applicable to this course).]

Course Objectives (other):

- 1.
- 2.
- 3.....

Required Text(s) and Supporting Course Material:

Course Procedures: (e.g. lectures, discussion groups, seminar presentations, labs, field trips etc.)

Expectations of Students: [Attendance; tardiness; should also include Academic Conduct, Add/drops, Special Considerations (below), other e.g. dress code for labs, implied informed consent etc.].

Grade Determination: [Grading methods must give a clear indication of how the above learning objectives and cross-cutting capacities are being evaluated via embedded assessment techniques. This is necessary for course evaluation and approval, and for ongoing course review purposes].

- Evaluative components, such as:
 - Quizzes: Weighting and date/s
 - or
 - Exams: Weighting and date/s
 - or
 - Written Projects: Weighting and date/s
 - or
 - Other: Weighting and dates/s
- **Make-up Exams:** Policy statement (if applicable)
- **Penalties for late submission of work** – after due dates, should be stated.
- **Homework Exercises:** Weighting and date/s
- **Oral Projects:** Weighting and date/s
- **Grading Scale.**

Academic Conduct Policy: [Suggested wording: Cheating on examinations, plagiarism, falsifying reports/records, and unauthorized collaboration, access, or modifying of computer programs are considered serious breaches of academic conduct. The Oakland University policy on academic conduct will be strictly followed with no exceptions. See catalog under Academic Policies and Procedures].

Add/Drops: [Suggested wording: The University add/drop policy will be explicitly followed. It is the student's responsibility to be aware of the University deadline dates for dropping the course].

Special Considerations: [Suggested wording: Students with disabilities who may require special considerations should make an appointment with campus Disability Support Services. Students should also bring their needs to the attention of the instructor as soon as possible].

Time Schedule and Topical Outline: [Suggested wording: The class schedule, below, indicates class dates, exam dates, specific topical material to be covered, and reading/homework assignments.. The instructor reserves the right to make minor adjustments to this schedule].

A detailed class schedule must be provided.