

SYLLABUS TEMPLATE

Semester/Year: (i.e. Fall Semester 2016)

Course and Section: (The course prefix, course number, section number and course number)

Prerequisites: (list any prerequisites as indicated in the current SGU catalog; if none, state none)

Instructor Information: (name, office hours, contact information including email address)

SGU Course Catalog Description: (from current catalog; if course description is outdated, you may want to update your course description via appropriate academic channels before the next catalog is printed)

Required Texts: (Title, Author, Edition, Publisher, ISBN # for each text)

Course Materials: (List any materials that students will need, such as recorders, calculators, etc.)

Disability Statement: (SGU strives to assist all students with disabilities that may impact their learning. Please consult with your instructor or academic advisor if you have any special needs. This information is in the SGU catalog for reference.)

Course Objectives: (The course objectives indicate your course goals or outcomes for successful completion of course. These objectives should be measurable and directly related to how you assess/evaluate/grade your students.)

Assessment/Evaluation/Grading Policy: (Assessment pertains to how you will gather data – attendance/participation/class assignment, etc. – in order to evaluate students – for example, giving them a grade. You may choose conventional written exams, research papers, quizzes, etc and/or a combination of verbal presentations, PowerPoint presentations, group assignments, special projects, portfolio, etc. All of the tools for assessment should be directly related to your course objectives. A grading scale should be included so students understand how the grade points or percentages will equate to a grade.)

Course Outline: Schedule/Assignments: (The course outline provides a listing of all assignments, including reading assignments and work that must be completed before the next class.)

Optional items you may want to consider on your syllabus:

- ❖ **Course Policies:** (Means of instruction (lecture, video conferencing, etc.) Student Responsibilities (attendance, policies regarding late work, etc.)
- ❖ **Cell Phone Policy** (Cell phone usage disrupts the learning process. All cell phones should be turned off and put away during class time. You may check your messages and/or make necessary phone calls during class breaks or after class is over.)
- ❖ **Academic Honesty** (It is anticipated that all SGU students will adhere to Academic standards set forth in the Student Handbook. As such, acts that are dishonest {such as

plagiarism} are not acceptable student behavior and students will bear the responsibility of dishonest acts. If you have questions about academic honesty, please contact your instructor or relevant academic administrator.)

- ❖ **Portfolio** (Various academic departments require a portfolio as part of their course evaluation. Students must be made aware all portfolio requirements, especially those for capstone classes so that they can start early in their academic journey to keep all relevant academic work - scholarly papers/research, special projects, acts of leadership, community involvement, Lakota language/culture projects could be a part of that capstone/culminating portfolio.)
- ❖ **Non-Smoking Policy** (While Departments Chairs have not approved this for inclusion on syllabi, it is in the new Student Handbook. Please continue to inform faculty, staff and students of the policy.)
- ❖ **Other Program Specific or Course Specific Information**