

## SYLLABUS TEMPLATE – MINIMUM REQUIRED INFORMATION

This template reflects NDSU Policy 331.1 Course Syllabus ([www.ndsu.edu/fileadmin/policy/331\\_1.pdf](http://www.ndsu.edu/fileadmin/policy/331_1.pdf)). Please check your College policy for any additional elements required by your College.

### **BASIC INFORMATION**

**Course prefix, catalog number, and title:**

**Number of credits:** (Note for faculty calculating credit hours: Using the Carnegie Unit system, one semester credit is equivalent to one lecture period [50 minutes] in class per week for one regular semester [15 weeks, not including final examination week]. A minimum of two 50-minute laboratory periods per week for one semester is equivalent to one credit. See <https://catalog.ndsu.edu/academic-policies/academic-credit/>.)

**Term and year:**

**Instructor's name:**

**Office location:**

**Office hours:**

**Phone Number:**

**Email Address:**

### **BULLETIN DESCRIPTION**

Description on syllabus must be consistent with the description listed in the current course catalog (<https://catalog.ndsu.edu/>). Additional information may be included after the bulletin description.

### **COURSE OBJECTIVES**

List the objectives, goals, aims, and/or outcomes for the course.

All General Education course syllabi and course web sites must identify the course as having been approved for General Education and include the General Education category and outcomes.

For courses offered for both undergraduate and graduate credit, course objectives should be written to clearly define the increased expectations for graduate students in these courses.

### **REQUIRED STUDENT RESOURCES**

List books, lab manuals, technology, supplies, calculators, and any other materials required or recommended for the student to complete the course requirements.

### **COURSE SCHEDULE/OUTLINE/CALENDAR OF EVENTS**

Provide students with a tentative projected outline of significant events that occur throughout the semester, including assignments, projects, examinations, field trips, guest speakers, etc. *For example:*

Week	Topic	Reading /Assignment
1	Introductions; Role of Cultural Competence	Chapter 1
2	Cultural Self-Assessment	Chapter 2; Articles 1-4
3	Cultural Identity	Chapter 3; "White Like Me" due
4	<b>EXAM #1</b>	
5	Cross Cultural Communication	Chapter 4 – 5
etc.	Working with Interpreters	Article 4-6; Reflection Paper due

Note the NDSU Dead Week policy, which limits the amount and type of exams/quizzes that may be given during the last two weeks of the semester and identifies exceptions. See NDSU Policy 336: Examinations and Grading ([www.ndsu.edu/fileadmin/policy/336.pdf](http://www.ndsu.edu/fileadmin/policy/336.pdf)).

## **EVALUATION PROCEDURES AND GRADING CRITERIA**

Indicate how students are evaluated, including tests, quizzes, papers, assignments, weight of the assignments, etc. Clearly identify how the course grades are determined.

If a course is offered for both **undergraduate and graduate credit (400/600 or 500/600)**, the additional requirements for graduate students must be clearly described on the syllabus. The same amount of credit for the course is earned by all students, but additional work is required of students enrolled under the graduate level number. These courses require a significant, identifiable higher level of expectations for the performance of the graduate students.

**Evaluation procedures and criteria** includes the grading scale used for the course. If points are earned, be sure the total number of points is correct and all points are accounted for in the grading scale. If using percentages indicate percentage of what. *See examples below:*

Ex.	Assignment "A"	50 points	Ex.	A =	> 360 points
	Assignment "B"	50 points		B =	320 to < 360 points
	Mid-Term Exam	100 points		C =	280 to < 320 points
	<u>Final Exam</u>	<u>100 points</u>		D =	240 to < 280 points
	Total Points	400 points		F =	< 240 points
Ex.	Assignment "A"	20% of final grade	Ex.	A =	> 90%
	Assignment "B"	20% of final grade		B =	80 to < 90%
	Mid-Term Exam	20% of final grade		C =	70 to < 80%
	Final Exam	<u>40% of final grade</u>		D =	60 to < 70%
		100%		F =	< 60%

## **ATTENDANCE STATEMENT**

"According to [NDSU Policy 333 \(www.ndsu.edu/fileadmin/policy/333.pdf\)](http://www.ndsu.edu/fileadmin/policy/333.pdf), attendance in classes is expected." The course instructor must clearly inform students on the first day of class and in writing in the syllabus of their (1) policy regarding class absence and (2) policy, if any, for making up missed assignments. If class attendance is a component of the course grade, the course instructor must clearly communicate this to the class in writing in the syllabus. See NDSU Policy 333 for faculty and student responsibilities related to attendance, including for university-sponsored activities.

Faculty are encouraged to provide the following statement on syllabi: "Veterans and student service members with special circumstances or who are activated are encouraged to notify the instructor as soon as possible and are encouraged to provide Activation Orders."

## **AMERICANS WITH DISABILITIES ACT FOR STUDENTS WITH SPECIAL NEEDS STATEMENT**

The following statement must appear on all syllabi: "Any students with disabilities or other special needs, who need special accommodations in this course, are invited to share these concerns or requests with the instructor and contact the [Center for Accessibility and Disability Services \(www.ndsu.edu/disabilityservices\)](http://www.ndsu.edu/disabilityservices) as soon as possible."

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) STATEMENT**

The following statement must appear on all syllabi: "Your personally identifiable information and educational records as they relate to this course are subject to [FERPA](http://www.ferpa.gov)."

## **APPROVED ACADEMIC HONESTY STATEMENT**

The following statement must appear on all syllabi: "The academic community is operated on the basis of honesty, integrity, and fair play. [NDSU Policy 335: Code of Academic Responsibility and Conduct](http://www.ndsu.edu/policy/335) applies to cases in which cheating, plagiarism, or other academic misconduct have occurred in an instructional context. Students found guilty of academic misconduct are subject to penalties, up to and possibly including suspension and/or expulsion. Student academic misconduct records are maintained by the [Office of Registration and Records](http://www.ndsu.edu/officeofregistrationandrecords). Informational resources about academic honesty for students and instructional staff members can be found at [www.ndsu.edu/academichonesty](http://www.ndsu.edu/academichonesty).

In addition to the above, a statement of a college honor code, if applicable, should be included.

## **SYLLABI ON WEB PAGES**

Syllabi presented on web pages shall contain the date of last update.