# Syllabus

## Course number and Course Title

## Instructor

## Semester

### Contact Information and Office Hours –

**Instructor**:

**Email**:

**Office**:

**Office Phone**:

**Office Hours**:

### Texts and Other Materials – [REQUIRED]

Required Texts:

Other Required Materials (software, other readings, etc.):

### Course Description –

This course is designed to:

### Objectives/Student Learning Outcomes – [REQUIRED]

The students in this course will:

### Program Learning Outcomes – [REQUIRED]

Program outcomes related to this course:

### Course Requirements and Evaluation – [REQUIRED]

Explanation of Assignments and Requirements:

[describe each assignment, project, learning strategy, etc. in as much detail as possible including how grades will be assessed, grading scale, etc.]

### Policies and Responsibilities – [STRONGLY SUGGESTED]

[This is the place where you can make your expectations known to students regarding classroom behavior, etc. Issues here might include your attendance policy, late work policy, cell phone policy/electronic device policy, how you will address tardiness or leaving class early, eating/drinking during class, expectations for respectful behavior toward all students and instructor or anything else you would like to clarify. See Acceptable Student Behavior policy below.]

* Attendance Policy
* Late Work Policy
* Due Dates in General
* Behavior Expectations [regarding cell phones and other devices, respect for all, expectations for rational and intellectual discussion, food policy, etc.]

### Academic Integrity – [REQUIRED]

All work must be completed individually unless otherwise stated. Commission of any of the following acts shall constitute scholastic dishonesty: acquiring or providing information for any assigned work or examination from any unauthorized source; informing any person or persons of the contents of any examination prior to the time the exam is given in any subsequent sections of the course or as a makeup; plagiarism; submission of a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so. For more information, see the [Code of Student Life](http://www.wtamu.edu/webres/File/Student%20Life/2014-15CodeOfStudentLife.pdf)[[1]](#endnote-1).

### Acceptable Student Behavior – [REQUIRED]

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (*Code of Student Life*). Unacceptable or disruptive behavior will not be tolerated. Students engaging in unacceptable behavior may be instructed to leave the classroom. Inappropriate behavior may result in disciplinary action or referral to the University’s Behavioral Intervention Team. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc.

### ADA Statement – [REQUIRED]

West Texas A&M University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with [Student Disability Services](http://www.wtamu.edu/student-support/disability-services.aspx)[[2]](#endnote-2) (SDS) and to contact faculty members in a timely fashion to arrange for suitable accommodations. Contact Information: Student Success Center, CC 106; phone (806) 651-2335.

### Title IX Statement-[REQUIRED]

West Texas A&M University is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual misconduct and discrimination. Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. Harassment is not acceptable. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here:

* WTAMU Title IX Coordinator Richard Webb – Old Sub, **or** call 806.651.3199
* WTAMU Counseling Services – Classroom Center 116, **or** call 806.651.2340
* WTAMU Police Department –  806.651.2300, **or** dial 911
* 24-hour Crisis Hotline –  800.273.8255, **or** 806.359.6699, **or** 800.692.4039 <https://www.notalone.gov/>

For more information, see the [Code of Student Life](http://www.wtamu.edu/webres/File/Student%20Life/2014-15CodeOfStudentLife.pdf)[[3]](#endnote-3).

### Evacuation Statement – [REQUIRED]

If you receive notice to evacuate the building, please evacuate promptly but in an orderly manner. Evacuation routes are posted in various locations indicating all exits, outside assemble area, location of fire extinguishers, fire alarm pull stations and emergency telephone numbers (651-5000 or 911). In the event an evacuation is necessary: evacuate immediately do not use elevators; take all personal belongings with you; report to outside assembly area and wait for further information; students needing assistance in the evacuation process should bring this to the attention of the instructor at the beginning of the semester.

### WT Attendance Policy for Core Curriculum Classes – [REQUIRED]

For the purposes of learning assessment and strategic planning, all students enrolled in Core Curriculum courses at West Texas A&M University must swipe their Buff Gold cards through the card reader installed in the classroom/lab for each class/lab meeting.

### Chemical and Equipment Safety Statement – [REQUIRED where appropriate]

Safety is everyone's responsibility. Material Safety Data Sheets (MSDSs) are provided for all chemicals used in this class. MSDSs provide information about physical properties, health risks, fire explosion data, and other important information associated with these chemicals. Before handling or using a chemical, you should refer to the MSDS for that chemical. It is your responsibility to inform the instructor in writing of any health conditions that may prevent you from safely using a chemical (pregnancy, auto immune deficiency, etc.). It is also the responsibility of the student to report any spill or problems found while storing or using a chemical. If you are unsure about a chemical, always ask. If you see any unsafe condition, notify your instructor immediately. If you are unsure about the proper and safe operation of any piece of equipment, ask your instructor for proper instruction. All injuries, spill of materials and unsafe conditions must be reported to the instructor immediately.

Any pregnant students, or students planning to become pregnant, should consult their health care provider to determine what, if any, additional precautions are needed based on their individual situation. It is the responsibility of the student to communicate their needs to the Vice President for Student Affairs as soon as possible in order for risk-reduction to begin when it can be most effective, and to determine if additional modifications are necessary. While the university cannot mandate that the student notify that she is pregnant or is planning to become pregnant, the university strongly recommends that students provide notification so appropriate steps can be taken to ensure the health of both parent and child. To communicate health circumstances or to request additional information, please contact the Vice President for Student Affairs.

### Student Laboratory Safety Training

An online Student Laboratory Safety Training may be required and assigned through WTClass upon registration for this class. By registering for this class, the student agrees to complete the assigned training (if needed), no later than 12th class day for fall/spring terms or 5th class day for summer terms and acknowledge non-participation in activities if not completed by 18th class day for fall/spring terms; 10th class day for summer terms.

### Copyright Statement – [optional]

Copyright 2012 [instructor’s name] as to this syllabus and all instructional material; materials may not be reproduced without [instructor’s name] written consent. Students are prohibited from selling (or being paid for taking) notes during this course to or by any person or commercial firm without the express written permission of [instructor’s name].

## Tentative Calendar of Readings, Topics [REQUIRED] and Due Dates –

[if you use the word “tentative”, you have more flexibility]

## Table 1 - Tentative Calendar

| Date | Chapter | Topic/Due Dates |
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### Tips for Doing Well in this Course –

**[All non-decorative images added to the Syllabus must include descriptive alternate text or a caption for the image.]**

1. http://www.wtamu.edu/webres/File/Student%20Life/2014-15CodeOfStudentLife.pdf [↑](#endnote-ref-1)
2. http://www.wtamu.edu/student-support/disability-services.aspx [↑](#endnote-ref-2)
3. http://www.wtamu.edu/webres/File/Student%20Life/2014-15CodeOfStudentLife.pdf [↑](#endnote-ref-3)