Syllabus Template

Course Number and Title

Faculty

Name:	Office Number:	Office Hours:
Telephone Number:	Teaching Assistant:	E-mail Address:

Prerequisites and Support Courses

Course Objectives

Including relationship to Professional Education Unit Conceptual Framework:
https://education.okstate.edu/peu/leads

Brief Course Outline

Mode/Style of Teaching

If applicable, include percent delivered on-line.

Fee in Addition to Tuition

Exams and Major Assignments

Other Requirements (Field Trips, etc.)

Grading Procedures

- Standards: What is required to earn an A, B, C, etc.
- Policies: Specific aspects of the course and how each contributes to the final grade (tests, labs, field trips, projects, etc.)
- Expectations: What is expected relative to achieving a final grade (deadlines, class participation, etc.)

Policy on Attendance

Text Materials

Students Rights and Responsibilities Governing Student Behavior

http://studentconduct.okstate.edu/code

Drop and Add Policy

http://academicaffairs.okstate.edu/advisor-resources/35-adding-a-dropping-policy

It is recommended that any changes in format during the semester be communicated to the student in writing.
For coursework with an on-line component, provide information requested in the On-Line Syllabus Addendum.