

COE GPC Sample Syllabi Template / Checklist

Legend:

Blue highlight = COE Policy

Yellow highlight = Required Language (from Provost March 2018 [“Guidelines for Course Syllabus”](#))

Institution Information	DEPARTMENT NAME COLLEGE OF EDUCATION FLORIDA ATLANTIC UNIVERSITY
Course Identifying Information	Course Prefix/Number/Section/CRN # COURSE TITLE Semester Year - # credit hours
Course Pre-requisites/ Co-requisites	<i>In addition to listing prerequisites and corequisites, note if the course meets a particular requirement, such as WAC (with grade of C or higher), Intellectual Foundations Program, required course for entry to particular program of study, etc.</i>
Meeting Location	Class: Format, Campus, Room, Day, Time
Instructor Contact Information	Instructor: Office: Phone: Office Hours: E-mail:
TA Contact Information (if applicable)	TA name: Office: Phone: Office Hours: E-mail:
Course Description	<i>Includes Prerequisites The course description should be consistent with the description found in the University Catalog.</i>
Rationale for Course	<i>Offer course rationale</i>
Required and Suggested Readings	<i>Required, suggested, and/or supplementary readings (if applicable)</i>
Required Resources: Livetext (This is COE policy)	Students in this course are required by the College of Education to have an active LiveText account to track mastery of programs skills, competencies and critical assignments and to meet program and college accreditation requirements. Students

Course Goals,
Objectives, and
Competencies

	<p>Policy on makeup tests, late work, and incompletes (if applicable)</p>	<p><i>If you do not accept late work or apply penalties to late work, state so. Please note that students may not be penalized for absences due to participation in University-approved activities, including athletic or scholastics teams, musical and theatrical performances, and debate activities. Instructors must allow these students to make up missed work without any reduction in the student's final course grade. Reasonable accommodation must also be made for students participating in a religious observance. Also, note that grades of Incomplete (ōIō) are reserved for students who are passing a course but have not completed all the required work because of exceptional circumstances. If your college has elaborated on this policy, state so here.</i></p> <p><u>Example (check w/ department):</u> Late assignments will result in a daily point deduction as outlined in the assignment descriptions. Assignments more than five days late will not be accepted. Students must complete all assignments and meet expectations on all evaluations in order to earn a grade in the course.</p>
	<p>Special Course Requirements (if applicable)</p>	<p><i>State if any requirements are associated with the course, such as mandatory field trips or film viewings, special fees, or purchase of course-related materials.</i></p>
	<p>Classroom Etiquette</p>	<p><i>If you have a particular policy relating to student behavior in the class, such as relating to tardiness or on the use of electronic devices in the classroom, state so here. Recognizing the unique relationship between faculty and student and adhering to the principles of academic responsibility, any such policies must be reasonable, non-discriminatory and not impede the educational mission. If you have a policy on the use of recording devices, please include a statement here.</i></p>
	<p>Attendance</p>	<p>Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The instructor</p>

		<p>In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs with regard to admissions, registration, class attendance and the scheduling of examinations and work assignments. Students who wish to be excused from course work, class activities or examinations must notify the instructor in advance of their intention to participate in religious observation and request an excused absence. The instructor will provide a reasonable opportunity to make up such excused absences. Any student who feels aggrieved regarding religious accommodations may present a grievance to the director of Equal Opportunity Programs. Any such grievances will follow Florida Atlantic University's established grievance procedure regarding alleged discrimination.</p>
	<p>Disability Policy Statement</p>	<p>In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has</p> <p style="text-align: center;">7 y</p>

		will result in sanctions. In addition, students are expected to report cases of academic dishonesty to the instructor. The Counselor Education student handbook is available for download on the Department of Counselor Education website and includes specific policies regarding the Academic Integrity Statement, Policy on Plagiarism, Cheating, and Other Academic Irregularities. Students are encouraged to read and adhere to the outline policies.
	Methods of Instruction	<i>Needs to be included.</i>
	Learning Support Services	Information on university resources available to support student learning is available on Canvas. Specific links and resources for the (a) Library Services, (b) Center for Learning and Student Success (CLASS), (c) Office for Students with Disabilities, (d) Center for Teaching and Learning, (e) FAU Institutional Review Board (IRB), and (f) the University Writing Center are provided by selecting the Learning Support Services link on the course menu.

Testing Policy

Optional

Example (check w/ department):

Students will complete a variety of online assessments such as self-assessments, surveys, and quizzes. These alternative assessments will be completed on Canvas and should be completed independently unless otherwise noted in the syllabus, assignment and/or assessment description. Students are expected to conduct themselves in a professional manner.

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- c. Misrepresenting information or failing to give proper credit for citations used
 - d. Participating or facilitating acts of academic dishonesty by others
 - e. Unauthorized prior possession or sharing of examinations
 - f. Submitting the work or tampering with the work of another person
10. Students will receive feedback on assignments from the instructor **via email and Livetext.com**. Comments, suggestions, recommendations are provided in pdf format. If necessary, students can download the free Adobe Reader from <http://www.adobe.com/products/acrobat/readstep2.html>
 11. Students should contact the instructor if they experience technical difficulty accessing course materials and activities on Canvas. Students should contact the IRM helpdesk at http://Canvas.fau.edu/webapps/portal/frameset.jsp?tab_id= 107_1 if you experience login or connection issues.
 12. In order to minimize technological issues, prior to taking this course, students should be able to send and receive email, send attachments with emails, be familiar with Canvas, navigating and conducting research on the Internet.

	Competency Assessments of FEAPS	<i>If applicable</i>
	Assignment Descriptions	<i>If applicable</i>
	Assignment Rubrics	<i>If applicable</i>