Course number and section (Course name)

Semester Year

BSU building where course meets **-** Classroom number

Day(s) of class or on-line **-** Time of class or required on-line times

 Instructor: Dr./Professor first name and last name

 Email: Type in email address you want students to use (preferably your BSU email)

 Office phone: Phone number including area code for student use, hours for calls by students (ie - Monday - Friday 8am - 4:30pm only)

 Office location: BSU building and room number or other location

 Office hours: Days and times of office hours

 Textbook: Name of primary textbook, edition, publisher and year published

 Supplementary reading: Name of textbook or other book(s), edition, publisher and year published for all supplementary reading

 On-line resources: Syllabus should be posted in a visible location in Blackboard. Also note information for other on-line resources and how to access (ie - Black Board, etc.). Note that videos must have transcripts available to comply with the federal Americans With Disabilities Act (ADA) requirements. For more in formation on these and other requirements, please visit

 <https://bowiestate.e>du/academics/support-services/disability-support-services/

 BSU policy on Minimum Blackboard Presence stipulates that the following items must be located in Blackboard for each course:

 1. Syllabus

 2. Attendance

 3. Grades

 Students may view the syllabus, attendance and grades via the student view for the course in Blackboard. Additional course materials may also be available through Blackboard at the instructor’s discretion.

 *[Note for faculty member on details of the requirement for Minimum Black board Presence - this link does not need to appear in the syllabus]*

 <https://bowiestate.edu/about/administration-and-governance/division-of-academic-affairs/academic-computing-and-online-course-support/minimum-presence-guide.php>

 Course description/objectives: At minimum, please insert the course description from the most recent BSU course catalog located at <http://catalog.bowiestate.edu>. Preferably, provide a more complete description about the course content, why the course is important, instructional method (large class with small discussion groups, hybrid course, etc.

 Course learning outcomes/goals: List your expectations as to what the students will know or be able to do as a result of the course.

 [Examples - from ENGL 102 syllabus]

 1. Evaluate and use sources in the development of an argumentative essay

 2. Demonstrate improvement in critical reading skills, by identifying, defining, and locating the formal elements of argument

 3. Demonstrate proficiency in organizing, controlling, and developing the for- mal essay with an emphasis on argumentation

 4. Document according to MLA Style, both in-text and in a Works Cited page

 5. Edit and proofread paragraphs and essays to correct common errors in grammar, mechanics, and usage

 General Education competencies: List the general education competencies of what students will know or be able to do as a result of the course.

<https://bowiestate.edu/files/resources/institutional-student-learning-outcome1.pdf>

 Course calendar/schedule: List topics to be covered by day or week, due dates for major exams and assignments, any events requiring student attendance (speaker series, etc.):

|  |  |  |
| --- | --- | --- |
| Week | Assignment | Due Date(s) |
| EXAMPLE:January 25 - 31 | Read Chapter 1 in Wood, 8th Ed. | January 31 at 5pm - Take on-line Quiz #1 in Wood, 8th Ed. |
| February 1 - 7 |  |  |
| February 8 - 14 |  |  |

2019-2020 Academic Calendar - Major Dates

(NOTE THAT THESE DATES ARE SUBJECT TO CHANGE)

<https://bowiestate.edu/about/administration-and-governance/division-of-enrollment-management/registrars-office/2019-2020-academic-calendar.pdf>

NOTE: It is helpful to list important dates for the course, and activities/deadlines, such as what is shown in the grid

|  |  |
| --- | --- |
| **Important Dates** | **Activity/Deadline** |
| January 27 | First day of classes (regular and 1st 8-week session) |
| January 27-February 7 | Late registration |
| February 7 | Last day to Add/Drop or register for classes |
| February 5 | Spring Convocation |
| February 14 | Last day to apply for May Graduation |
| February 14 | Last day to withdraw from 1st eight-week courses |
| March 2 | Last day to remove Fall 2019 incomplete grades |
| March 6 | Graduate Comprehensive Qualifying Examination |
| March 9-13 | Mid-term evaluation for undergraduatesMid-term grades posted 72 hours after examination |
| March 15-22 | Spring Break |
| March 27 | End of 1st eight-week classes |
| March 23 | Classes resume |
| March 30 | 2nd eight-week classes begin |
| April 3 | Last day for Add/Drop for 2nd eight-week session |
| April 6-10 | Advisement week (undergraduates) |
| April 10 | Founder’s Day |
| April 13 | Last day to withdraw with (W) or change from Credit to Audit |
| April 13 | Summer/Fall 2017 registration begins |
| April 20 | Last day to withdraw from 2nd eight-week session |
| May 1-7 | Final exams for May 2017 Graduation candidates |
| May 12 | Last day of classes |
| May 8 | Grades for graduating students due by NOON |
| May 13 | Reading Day |
| May 11-14 | Graduation clearance |
| May 14-21 | Final exams for non-graduating students  |
| May 14 | Graduation rehearsal |
| May 20 | End of 2nd eight-week session |
| May 15 | May 2020 Graduation |
| May 23 | End of semester |
| May 22 | Final grades for all students due by 5pm |
| May 23 | End of semester |

 Course Policies: The following are policies related to this course.

 1. Attendance/lateness - Provide information on your attendance/lateness policy

 2. Class participation - Provide information on whether class participation is required

 3. Grading - Provide a breakdown of grades - ie - 30% class participation, 30% midterm exam, 40% final exam

 4. Missed exams or assignments - Provide policy on make-up of missed exams or assignments

 5. Plagiarism/Academic dishonesty - **From the BSU Student Handbook**: Academic dishonesty is defined to include any form of cheating and/or plagiarism. Cheating includes, but is not limited to, such acts as  stealing or altering testing instruments; falsifying the identity of persons for any academic purpose; offering, giving or receiving unauthorized assistance on an examination, quiz or other written or oral material in a course; or falsifying information on any type of academic record. Plagiarism is the presentation of written or oral material in a manner which conceals the rue source of documentary material; or the presentation of materials which uses hypotheses, conclusions, evidence, data, or the like, in a way that the student appears to have done work which he/she did not, in fact, do. In cases involving academic dishonesty, a failing grade or a grade of zero(0) for either an assignment and/or a course may be administered. Students who are expelled or suspended for reasons of academic dishonesty are not admissible to other institutions within the University System of Maryland. See BSU Student Hand book for more detailed information. Each student is responsible for familiarizing himself/herself with these policies, and adhering to the policies.

 <https://www.bowiestate.edu/files/resources/student-handbook.pdf>

 6. Support services available - Disability Support Services -

 <https://bowiestate.edu/academics/support-services/disability-support-services/>

 The mission of Disability Support Services (DSS) is to ensure that students with disabilities have full access to all programs and services at Bowie State Univer- sity.

 The office coordinates services that impact directly students who have disabilities. These services are based on the specific needs of individuals ac cording to their disabilities. Services consist of, but are not limited to, notif- ication to professors regarding recommended accommodations for courses, ex tended time on tests, note takers, scribes and readers, taped texts, alternative testing, consultation with professors, physicians, psychologists and other specialists, vocational rehabilitation referrals, and sign language interpreters.

 Contact information for Disability Support Services:

 Michael S. Hughes, Coordinator

 Disability Support Services

 Thurgood Marshall Library, lower-level, RM#079

 Phone: 301-860-4067

 Fax: 301-860-4086

 Email: mhughes@bowiestate.edu

 Disability Support Services (DSS) houses the ADA Resource Center (adaptive technology lab), located in the Thurgood Marshall Library lower level RM# 092-E. The Adaptive Technology Lab provides a supportive and accessible environment with the latest technology and software for students with disabilities to study and meet a range of different academic needs.

 A variety of services are available to Bowie State University students. Click here to enter text.

 <https://bowiestate.edu/campus-life/student-services/>

Additional details about course syllabus content, as well as a sample course syllabus, can be found in the BSU Faculty Handbook.