

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: Livertext (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 must have an account within: the first four (4) weeks of the fall or spring semester, within the first three (3) weeks of summer session, or after the first class of a fast track course. Students who do not have an active LiveText account may have an academic hold placed on their record. Information regarding account activation is provided on the College of Education website, https://www.fau.edu/education/students/livertext/

	Course Goals, Objectives, and Competencies	<p><i>Provide the students an understanding of what they will be expected to learn as a result of successfully completing the course.</i></p> <p><i>Objectives are aligned with assignments</i></p>															
	Guidelines used in Developing Course Objectives	<p><i>If applicable</i></p>															
	Conceptual Framework	<p><i>See College of Education, Diversity Committee, Conceptual Framework</i></p> <p>Example (check w/ department): As a reflective decision-maker the Counselor Education candidate will demonstrate the ability to effectively engage and advocate for students, parents, families, and other professionals from diverse backgrounds (race, ethnicity, gender, language and culture, exceptionalities, socioeconomic class, sexuality, religious diversity, ecological identity, and positionality) as reflected in class participation, discussion, and completion of assigned tasks and projects. The school counseling candidate will demonstrate their ability to: a) make informed decisions, b) exhibit ethical behavior, c) provide evidence of being an empathetic and d) capable professional by engaging in cross-cultural communication and collaboration. Counselor Education candidates will receive written and verbal feedback on their work from their instructor and peers throughout the course.</p>															
	Course Requirements	<p><i>Identify requirements</i></p>															
	Course Evaluation	<p><i>Include a breakdown of the graded course components and their weight in determining the overall course grade (e.g. Midterm exam--20%, Essay #1--15%, Attendance and Participation--10%, etc.). Students are entitled to know how they are progressing in a course based on the individual grades received. If you have a policy about how unexcused class absences will affect the final grade, clearly state your policy. Please note that the University Provost, in order to identify and assist students at academic risk, requests that courses with freshmen have graded assignments well before midterm. If applicable, also note the minimum grade required to pass the course (if not a "D-").</i></p>															
	Grading Scale	<p><i>Many faculty include in their syllabi some type of grading rubric: what constitutes "A" work in the course or in particular assignments, "B" work, what constitutes a "Pass" or "Fail," etc. The equivalent letter grade in the course is the decision of an individual faculty member. If a faculty member plans to exercise the option to use a unique grading scale or curve, that needs to be stated in the syllabus.</i></p> <p>Example (check w/ your department):</p> <table border="0"> <tr> <td>A = 94-100%</td> <td>B+ = 87-89%</td> <td>C+ = 77-79%</td> <td>D+ = 67-69 %</td> <td>F = 59 – 0 %</td> </tr> <tr> <td>A - = 90-93%</td> <td>B = 84-86%</td> <td>C = 74-76 %</td> <td>D = 64-66 %</td> <td></td> </tr> <tr> <td></td> <td>B- = 80-83%</td> <td>C- = 70-73 %</td> <td>D- = 60-63 %</td> <td></td> </tr> </table>	A = 94-100%	B+ = 87-89%	C+ = 77-79%	D+ = 67-69 %	F = 59 – 0 %	A - = 90-93%	B = 84-86%	C = 74-76 %	D = 64-66 %			B- = 80-83%	C- = 70-73 %	D- = 60-63 %	
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Policy on makeup tests, late work, and incompletes (if applicable)		<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 ("I") 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>
Special Course Requirements (if applicable)		<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>
Classroom Etiquette		<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>
Attendance		<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 determines the effect of absences upon grades, and the University reserves the right to deal at any time with individual cases of nonattendance. Attendance includes active involvement in all class sessions, class discussions, and class activities, as well as professional conduct in class.</p> <p>Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations, or participation in University-sponsored activities (such as athletic or scholastic team, musical and theatrical performances, and debate activities). It is the student's responsibility to give the instructor notice prior to any anticipated absence, and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.</p>
Religious Accommodation		<p><u>Example (check w/ department):</u></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.
	Disability Policy Statement	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 offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/ .
	Counseling and Psychological Services (CAPS) Center	Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to http://www.fau.edu/counseling/
	Code of Academic Integrity Policy	Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see University Regulation 4.001 .
	Department Academic Integrity Statement	Example (check w/ department): Because of its gate keeping function in training counselors for professional certification and licensure, the faculty of the Department of Counselor Education expects all of its graduate students to demonstrate the highest level of integrity in their personal and professional lives. Like faculty, students are expected to abide by the Ethics Code of the American Counseling Association and to know and observe both the Department's and the University's policies regarding, plagiarism, cheating, and other academic irregularities. In addition, any special requirements or permission regarding academic integrity in any course will be stated in the course syllabus and are binding. Failure to abide by these indicators of academic integrity

		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 <i>Optional</i>	<u>Example (check w/ department):</u> 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 and ethical manner at all times, including but not limited to completing all assessments in the course. Students are required to work independently to complete all assessments. You may not give or receive assistance on any course assessments unless otherwise noted in the syllabus, and assignment or assessment description. Students are required to affirm they have followed the University Code of Academic Integrity and Department Academic Integrity Statement before submitting all assessments. Any student who violates the course testing policy will receive an automatic zero on the assignment and be referred the Department Chair for disciplinary action and appropriate sanctions, which may include but is not limited to dismissal from their degree program. In addition, students are expected to report cases of academic dishonesty to the instructor. Online assessments in this course will not be proctored. Any student requiring special accommodations must contact the instructor by the end of the second week of the course. Accommodates will be determine based on individual needs, require appropriate documentation, and may be administered and/or monitored by the Office for Students with Disabilities.
	Distance Learning Requirements Required for online courses; should be included for web-assisted Optional for traditional courses	<u>Example (check w/ department):</u> 1. Students will access Canvas for course PowerPoint presentations, materials, discussion forums, syllabus, grading book, and/or exams. 2. Students are encouraged to use a broadband (cable or DSL) connection. 3. Students may use Windows or Mac operating systems. 4. Students may use Internet Explorer, Firefox, Safari browsers. 5. Student assignments must be completed using the Microsoft Office suite (Word, PowerPoint, Excel etc.) for Windows or Mac. 6. Student assignments should be emailed to the instructor on the scheduled due date (see course content and outline). 7. When scheduled, students are expected to make their initial posts on the discussion board by TIME and DAY and fulfill their discussion board responsibilities by TIME and DAY . 8. Unless otherwise noted, all written assignments should follow APA style, including but not limited to: Title page, page numbers, running head, reference page, 12 pt. font, 1 in. margins etc. 9. Students are expected to adhere to all department, college, and university policies of Academic Integrity. This includes but is not limited to: a. Cheating b. Plagiarism

		<ul style="list-style-type: none"> 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 <p>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</p> <p>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.</p> <p>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.</p>
	<p>Technical Resolution Policy</p> <p>Needs to be provided for all online courses.</p>	<p>Example (check w/ department):</p> <p>In the online environment, there is always a possibility of technical issues (e.g., lost connection, hardware or software failure). Many of these can be resolved relatively quickly, but if you wait to the last minute before due dates, the chances of these glitches affecting your success are greatly increased. Please plan appropriately. Should a problem occur, it is essential you take immediate action to document the issue so your instructors can verify and take appropriate action regarding a resolution. Please take the following steps should a problem occur:</p> <ol style="list-style-type: none"> 1. If you can, make a Print Screen of the monitor when the problem occurred. Save the Print Screen as a .jpg file. If you are unfamiliar with creating a Print Screen file, click the appropriate links below. <ul style="list-style-type: none"> o For PC users (video or script) o For MAC users 2. Complete a Help Desk ticket at http://www.fau.edu/helpdesk. Make sure you complete the form entirely and give a full description of your problem so the Help Desk staff will have the pertinent information in order to assist you properly. This includes: <ul style="list-style-type: none"> o Select “Canvas (Student)” for the Ticket Type. o Input the Course ID. o In the Summary/Additional Details section, include your operating system, Internet browser, and Internet service provider (ISP). o Attach the Print Screen file, if available. 3. Send an email within Canvas to your instructor to notify him/her of the problem. Include all pertinent information of the incident (2b-d above). 4. If you do not have access to Canvas, send an email to your instructor with all pertinent information of the incident (2b-d above). 5. If you do not have access to a computer, call your instructor with all pertinent information of the incident. If he/she is not available, make sure you leave a detailed message. 6. If you do not hear back from the Help Desk or your instructor within a timely manner (48 hours), it is your responsibility to follow up with the appropriate person until a resolution is obtained.
	References	<i>References</i>
	Course Content and Outline	<i>If applicable</i>
	Bibliography	<i>If applicable - References in APA more than 10 years old</i>

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