Instructions for Preparing Course Syllabi

PREPARING YOUR COURSE SYLLABUS

INTRODUCTION

The course syllabus represents a contract between the instructor and student. The primary purpose of the document is to communicate information about the course and define expectations and responsibilities for the student. The syllabus is also used to clarify issues that may arise concerning course requirements. It is critical that all course policies, assignments, grade evaluation, etc. are included in the course syllabus.

CREATING/REVISING SYLLABUS

Course syllabi are created/revised using SAU Tech's learning management system, Brightspace. Students can access their syllabi there. However, you may also print a hard copy from Brightspace for distribution to your students.

Access your syllabi at:

URL: https://sautech.brightspace.com
Username: first letter of first name and last name up to eight characters (Example: Ben Franklin-bfrankli)
Password: Saut#### (last four digits of your SSN-for first time login only)

1. Once you are logged in, the courses that you are teaching for the semester should be listed on your screen to the right of the Announcements.

If your courses do not show up there, you can access them by clicking this icon located at the top of your page.

2. Click the link of the course for the syllabus you want to create/revise.

3. Click the **Content** link.

4. Click **Begin Here**. A link will display to your syllabus for that course.

5. Click the **Course Syllabus** link. Your syllabus will display on the screen.

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6. To begin creating/editing your syllabus, click the arrow located to the right of the word **Syllabus** located at the top left of your syllabus pane. Choose **Edit**.
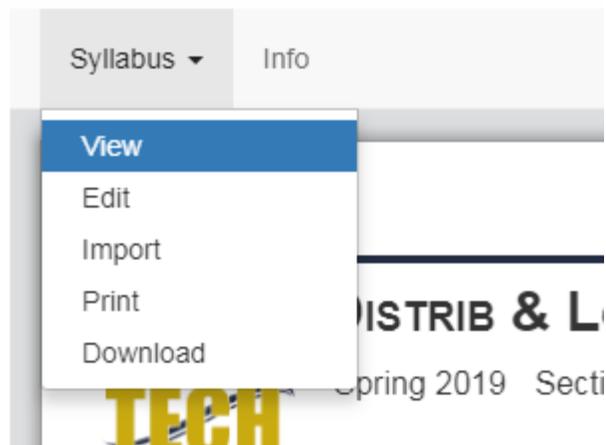
7. An edit panel will display to the left of your syllabus pane. Tips for using the edit panel are located in Appendix A.

    NOTE: Do NOT EVER click the red "X". Deleting an item from your syllabus cannot be reversed.

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CREATING/EDITING SYLLABUS FROM PREVIOUS TERM

If you have created your syllabus for a course in a preivous semester and would like to use any of that information for the current semester, choose **Import** from the **Syllabus** dropdown menu.

1. Enter your name, the course title, etc. to search for the syllabus you would like to use.
2. Click the **Import** button for the syllabus that you would like to use.
3. Click the box(es) next to the items that you would like to use in your current syllabus. Anything that you choose will overwrite the information in the current syllabus so be careful when using this option.

SYLLABUS CONTENT REQUIREMENTS

Meeting Times
Enter the days, times and location for the class.

For online classes, enter Virtual.

Contact Information
Enter your name, email address, phone number, building name, and room number. If you do not have an office on campus, enter Virtual for office location.

Note for online courses: For email, enter "Brightspace Email". In the **Notes** section, enter this statement: The email within this course should be used for communicating with your instructor. **If Brightspace is not available**, students can contact instructor via email at (enter your email address).

Title	Dr.	(e.g. Dr.)
First Name	Valerie	
Middle Name	R.	
Last Name	Wilson	
Suffix		
Email	Brightspace email	
Office	Administration Building Room :	
Phone	Office: 870.574.4514; Mobile:	
Website		(e.g. https://mysite.edu)
Notes	The email within this course should be used for communicating with me. **If Brightspace is not available**, students can contact me via email at vwilson@sautech.edu.	

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👤 Contact Information

Instructor: Dr. Valerie R. Wilson

Email: Brightspace email
Office: Administration Building Room 252
Phone: Office: 870.574.4514; Mobile: 870.833.0083

The email within this course should be used for communicating with me. **If Brightspace is not available,** students can contact me via email at vwilson@sautech.edu.

Office Hours

Monday, Tuesday, Wednesday, Thursday, Friday, 7:00 PM to 8:00 PM, Online

I will also be available on weekends. I will check the class numerous times daily.

Catalog Description
Cannot be revised

Program Goals & Outcomes
Cannot be revised

Course Learning Outcomes (CLOs)
Cannot be revised

Materials
- Choose the Book plus (+) sign to add required textbooks.
- Choose the Other plus (+) sign to add other requirement materials. (Note: If there are materials required for your course in addition to the textbook, the information should be entered here.)

Evaluation
This section should contain "detailed" information explaining how the student's final grade is determined. Below is a really good example of detailed evaluation for a course.

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Criteria

Type	Weight	Topic	Notes
Student Biography	10 points		
Chapter Assignments	10 points each		20 Chapters 10 points each 200 points
Chapter Quiz	10 points each		20 Chapters 10 points each 200 points
Unit Exams	100 points each		6 Units 100 points each 600 points
Chapter Discussions	5 points each		20 Chapters 5 points each 100 points
Proctored Final Exam	300 points	Comprehensive	Student Biography 10 points Chapter Assignments 200 points Chapter Quizzes 200 points Chapter Discussions 100 points Unit Exams 600 points Proctored Final Exam 300 points

The Evaluation section must also include the grading scale for the course. A sample is below.

Breakdown

Final grades will be assigned according to the following scale:

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = Below 60%

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<u>Course Policies</u>
This section should include any information specific to the course (i.e., attendance policy, makeup policy, late assignment policy, etc.). Your makeup policy and late assignment policy **MUST** be included in this section. EVERYTHING that the student will be expected to complete during the class should be included here. A sample is included in Appendix B.

<u>Institutional Policies</u>
Cannot be revised

<u>Additional Items</u>
This section can be used to add additional information that is not considered course policies. If you have no information for this section, please enter "None." Do not leave blank.

This statement is REQUIRED to be added to this section for online courses. It can be "imported" from the fall 2019 section of the course titled, "Supply Chain Manage."
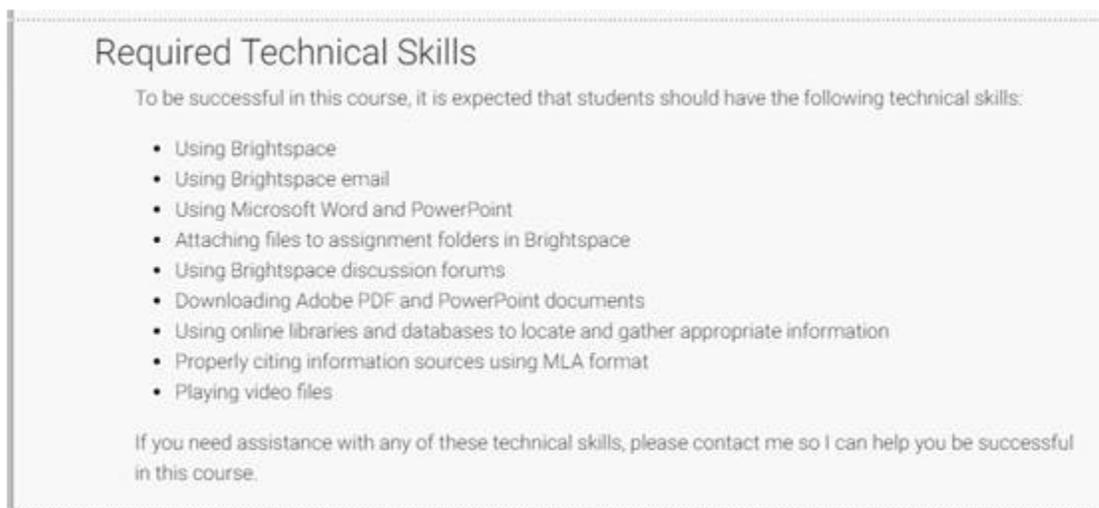
Required Technical Skills

To be successful in this course, it is expected that students should have the following technical skills:

- Using Brightspace
- Using Brightspace email
- Using Microsoft Word and PowerPoint
- Attaching files to assignment folders in Brightspace
- Using Brightspace discussion forums
- Downloading Adobe PDF and PowerPoint documents
- Using online libraries and databases to locate and gather appropriate information
- Properly citing information sources using MLA format
- Playing video files

If you need assistance with any of these technical skills, please contact me so I can help you be successful in this course.

<u>Schedule</u>
This section should **NOT** be left blank. You **MUST** enter the semester schedule of assignments/activities in this section. Note: You can create a separate document for the schedule and/or use the Course Schedule section in Brightspace. However, the schedule must also be included in your course syllabus (your contract with you student).

Below is an excerpt from a schedule included in a syllabus. This is a great example!

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📅 Schedule

Week	Dates	Topics and Assignments	Readings
1	8-22	Class Begins	Chapter 1
	8-22 to 8-28	Watch the Welcome Video- Get Familiar with Brightspace	
	8-22 to 8-28	Read over the syllabus and take the Syllabus Bonus Quiz	
	8-22 to 8-28	Discussion Introduction Initial Post Due	

Module 1

Week	Dates	Topics and Assignments	Readings
2	8-29 to 9-4	Criminal Law and Punishment in U.S. Society: An Overview	Chapter 1
		** Complete the Introduction Discussion if you have not done so	
	8-31	Discussion Criminal Code by State Initial Post Due	
	9-2	Chapter 1 Quiz Due	
	9-4	Discussion Responses Due	

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Printing Your Syllabus

To print your syllabus:

1. You can either **Print** directly from the syllabus or **Download** the syllabus and then print. Download results in the syllabus being fewer pages.
2. These options are available from the **Syllabus** dropdown menu.

DEADLINE AND REVIEW

For fall and spring semesters, the deadline to have syllabi ready and available for distribution to students is one week (7 calendar days) after classes begin. For summer classes, your syllabi must be ready on the day that classes begin. Syllabi will be reviewed for accuracy and completeness based on the the guidelines included in this document. This review will be conducted by the Vice Chancellor for Academics and/or his/her appointee and will occur sometime after the established deadline.

Technical Support

If you have problems accessing, creating, revising, etc. your syllabus, contact Dr. Valerie Wilson via email at vwilson@sautech.edu or by phone at 870.574.4514. The most efficient and preferred method is email.

APPENDIX A
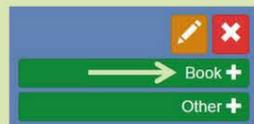# Tips for Editing your Syllabus

EDITING YOUR CONCOURSE SYLLABUS

Select **Edit** from the **Syllabus** drop down menu in the left corner of the page.
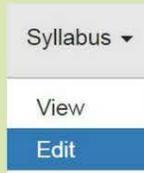
Select the item you wish to add from the top of the syllabus. The item will appear on the syllabus in the predetermined location.

Select the **pencil** icon next to the syllabus item category you wish to edit.

A dialogue box will open, where you can include relevant information for that syllabus item. Don't forget to click **Save** when you're done!

To add sub-item categories, select the **pencil** icon next to the sub-tem you wish to include. A dialogue box will open, where you can include relevant information for that syllabus item. Don't forget to click **Save** when you're done!

Speaking of sub-items, those arrows that appear next to the editing pencil icon allow you to reorder your sub-items within a syllabus item category.

Select the "**X**" icon will result in that item being deleted from your syllabus. Be very careful here; deleted information cannot be retrieved. However, If you do click on this icon, you will have to confirm that you actually want to delete that item before it will be removed from the syllabus!

WWW.INTELLIDEMIA.COM

APPENDIX B
Sample Course Policies Section

Expectations

- Students are expected to attend class and be on time. Attendance will be recorded during each class, and posted into Campus Connect.
- Per SAU Tech policy if you miss 14 consecutive calendar days you will be dropped from the course.
- I expect students to be prepared to engage in discussion.

Reading

Students will be expected to read the chapters prior to class times and be prepared for discussions.

Quizzes

- There are 13 Chapter Quizzes that you will take in the course. The Chapter quizzes will be through Brightspace and taken on your own time. You will have a few weeks to complete the quizzes for the Module we are covering.
- I would suggest you work on the chapter quizzes throughout the weeks, so you are NOT spending the last few hours before the quizzes are due, rushing to finish.
- Each quiz consist of 10 multiple choice/true and false questions. Each question is worth 1 point each, for a total of 10 point.
- You will have 15 minutes to complete the quiz and 2 attempts.
- Once you start a quiz you must finish it. You will not have the option to save and resume later.
- Once you complete and submit the quiz you will be given your score.

Module Exams

- There are 4 Module Exams in this course. The Module Exams will be taken in class. The Exams will consist of 8 short answer essay questions, worth 12.5 points each for a total of 100 points.
- I will post grades to Brightspace and return the exams at the following class.

Assignments

- There are approximately 4 assignments in this course. The assignments will range from small research questions to guest speaker responses. I will give further instructions to the assignments before they are due.
- You may type or handwrite the assignments. You may turn them in to me directly in the class or upload the assignment into Brightspace in the appropriate dropbox.
- Each assignment is worth 30 points.
- I will grade the assignments within 48 hours of submission.

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Research Paper

- Each student will be required to write a research paper that will be due November 12th at 11:59pm CST. For this paper you will need to choose a Supreme Court Justice and discuss a brief history of them, important cases they presided over, and how they have helped evolve the criminal justice system with their rulings. The paper must be at least 4-5 pages in length. This does not include the Abstract page or the bibliography pages. The paper must utilize APA format. The paper must have at least four approved sources. These can be newspaper articles, scholarly journals, interviews from criminal justice officials, or governmental websites. I will deduct 10 points off your paper if it is not in APA format. Turning in a paper without citations or a bibliography page will result in a failing grade. This is considered plagiarism and is illegal. You must give credit where it belongs. You must include a reference or bibliography page. You can find the APA format under the "Begin Here" tab.
- The research paper is worth 100 points.
- I will post the grade for the research paper within 48 hours after due date.

Final Exam

- There will be a cumulative exam covering Chapters 1-14. The final exam will be given in class. The exam will consist of 15 short answer questions worth 10 points each. The Final Exam will be worth a total of 150 points.
- The Final Exam schedule runs from December 3-6. Date and time TBA.

Make-up Policy

- If the student has a catastrophic life event which causes them to miss a quiz, they should contact the instructor as soon as possible. A catastrophic life event may include hospitalization or death in family.
- If the student misses a quiz or Module Exam due to these unavoidable reasons, arrangements for a makeup exam may be made by the instructor. If the makeup examination is not taken within the designated time period, the student will receive a grade of "0" for that exam or quiz.
- Final Exams must be taken on the Day of Exam and will not be available for make-up.
- There are four assignments that are due within the semester. If a student does not turn in these assignments in class on time a letter grade will be deducted for each day, the assignment is late.
- Additional assignments to improve a student's overall average, are not an option, so please do not ask – instead, read the textbook, make notes for quizzes and exams, complete assignments on time, prepare for the final exam, and complete the research paper in order to achieve the desired grade.