

University of Mary Hardin-Baylor

University Policy # ACA 7.16
Subject: Course Syllabi
Effective Date: August 8, 2014

Each student enrolled in a course will be provided a syllabus on or before the first day of class via the myCampus learning management system. Syllabi will not be distributed in class unless academically necessary. A signature page acknowledging that the syllabus has been received and understood may be used at the faculty member's discretion. An electronic version of the syllabus must be sent to the dean of the respective college by the end of the first week of class.

Deviations from the course syllabus should be avoided and if necessary, communicated to the student as far in advance as possible. Once the course has begun, alterations to the syllabus should be academically justified, clearly published, and should ensure equal and fair treatment of all students.

Faculty should ensure that content regarding course descriptions, attendance, academic appeals and other pertinent policies are consistent with those published in the university's course catalog.

Definitions

Synchronous: Used to describe course activities that happen at a specified time.

Asynchronous: Used to describe course activities that can be completed anytime that a student logs into the course.

All syllabi should contain the following elements in this order:

Contact information

- Name
- Office location
- Office phone number
- Email
- Office hours

Description of the course

- Course Name, Number and section
- Term
- Catalog description to include prerequisites
- Time/Day course meets and location

- Course Objectives
- Program student learning outcomes covered in this course.
- Statement about mode of delivery and credit hour: “This is a traditional, 3- credit hour course”, “This is an art studio course”: (Use appropriate credit hour definition list below such as: “Each credit hour earned in this course requires at least 15 contact hours and a minimum of 30 hours of student homework.”)

Textbooks and other materials

- List all required textbooks and materials
- List all recommended textbooks and materials

Academic Honesty

“The UMHB policy on academic integrity applies to all courses. Please refer to the policy, which is published in the academic catalog and in the student handbook.” (*In lieu of this statement, faculty may want to include the policy at this point in the syllabus.*)

Disabled Student Services and Accommodations

It is the student's responsibility to request disability accommodations. If you require an accommodation for a disability, contact the UMHB Counseling, Testing & Health Services as early as possible in the term. The Course Catalog, Student Handbook and UMHB website provide more details regarding the process by which accommodation requests will be reviewed.”

Assignments and Grading

- Brief description of all assignments (“Three 5-page essays and three exams. Exams are not cumulative.”)
- Weighting of each assignment in terms of the final grade
- Policy on late assignments, if any
- Grading policy: How will the final grade be determined? How many points, for example, do students need to accumulate to receive an “A”, “B”, etc.
- Other class policies that affect student evaluation

Student Decorum

- Attendance Policy
- Use of electronic devices in class (state your policy if you have one)
- Any other class policies regarding decorum

Schedule of course activities to include:

- A statement declaring that the schedule may be altered at the discretion of the professor and that students will be informed in advance of scheduling changes that affect student grades.
- Schedule of topics
- Schedule of reading assignments
- Specific days for exams, major assignments, and deadlines for submission of other work

- Day, date, and time of final exam

Online Course Information

- List any required meetings or course activities that are synchronous, and the dates they will occur.
- State whether test proctoring will be required.
- Give any expectations regarding student online participation.

Credit Hour Definition (as published in the course catalog)

One of the following applicable credit hour definitions, which is appropriate for the specific course, should be included in syllabi for every course.

The credit hour is a unit by which an institution measures its course work. The value of a credit hour can be determined by time, the educational experience, and outside preparation by the student.

The following constitutes the definition of a credit hour for various modes of instruction offered at UMHB:

1. *At least fifteen (15) contact hours, as well as a minimum of thirty (30) hours of student homework is required for each credit hour;*
2. *Laboratory courses, with little outside work, require a minimum of forty- five (45) contact hours. If moderate outside work is required, thirty (30) contact hours are required.*
3. *Art courses follow the recommendations for awarding credit as recommended by The National Association of Schools of Art and Design (NASAD) and the Texas Association of Schools of Art (TASA). In lecture courses, like art history, normally one hour of credit represents one 50-minute session each week of the term. For our studio classes, normally a ratio of one hour of credit = two hours of contact time and one hour of outside work per week, for example a 3- credit hour course would require six faculty contact hours per week. Note: Faculty contact must be sufficient to ensure the development of knowledge and skills required by each course. Normally, faculty contact is greater at the foundation or introductory level than at the advanced studio level.*
4. *Music courses follow the recommendations for awarding credit as required by The National Association of Schools of Music (NASM). Normally, a semester hour of credit represents at least three hours of work each week for a period of fifteen or sixteen weeks. In lecture classes, such as music history, normally one hour of credit is given for one 50-minute session plus two hours of homework each week of the term. For ensembles, like laboratory classes, normally one hour of credit is given for two to four 50-minute rehearsal sessions per week, this depends on the ensemble. For applied lessons, normally we give one hour of credit for each three hours of practice, plus the necessary individual 30-minute lesson per week with the instructor. For example, a two credit hour applied lesson would meet for two 30-minute lessons per week.*

5. *Internships, clinical and field experiences require a minimum of forty- five (45) clock hours for each credit hour.*
6. *For online, hybrid and other nontraditional modes of delivery, credit hours are assigned based on learning outcomes that are equivalent to those in a traditional course setting; forty-five (45) hours of work by a typical student for each hour of credit.*

(signed)

Randy O'Rear, Ed.D.
President and Chief Executive Officer

Oversight of this policy is assigned to:
Administrator:
Through office(s):

Provost's Office
Assistant Provost
Provost and Controller's Office

Date of Origin: January 1, 2013
Revised: August 8, 2014
Revised:
Revised: