Syllabus Format

I. Course Description (from catalog)
   (Include course number, course title, and prerequisites)

II. Rationale
   (Describe the role of this course within the framework of applicable programs)

III. State Adopted Proficiencies for teachers and/or Administrators/Counselors
   (List the State Adopted Proficiencies for Teachers and/or Administrators, which are
   covered in this class)

IV. TExES Competencies
   (List the TExES competencies, which are covered in this course if applicable)

V. Course Objective and Outcomes
   This course is designed to enable students to:
   (State in behavioral terms and relate by number to each competency listed in IV
   above and to each proficiency listed in III above)

VI. Course Topics
   The major topics to be considered are:

VII. Instructional Methods and Activities
   (Methods and activities should be correlated with objectives)
   Methods and activities for instruction include:
   A. Traditional Experiences (lecture/discussion; demonstration; drill; guest speaker;
      video)
   B. Clinical Experiences (simulations; cooperative groups; student demonstrations or
      Presentations; guided discovery; role-play; lab exercise; value clarifications)
   C. Field Experiences (field teaching; field trips; community resource use; case
      studies; internship, student teaching; practicum)

VIII. Evaluation and Grade Assignment
   The methods of evaluation and the criteria for grade assignment are:
   (Be specific on type of assessments)
   A. Methods and Percentage of Final Course Grade Each Assessment Constitutes
      1. Traditional Assessment
      2. Performance Assessment
   B. Grading Scale
IX. **Course Schedule and Policies** (see attached) [develop each semester as outlined and Attach to syllabus]
   A. “Tentative Course Schedule” (includes professor’s name, office, phone, office hours, and class calendar which includes class meeting dates, topics by dates, reading by topic/dates, assignment due dates, and test dates)
   B. Class Policies (includes policies related to attendance, late assignments, make-up Tests)

X. **Textbook(s)**
   *The textbook(s) adopted for this course is/are:*
   *Recommended but not required supplementary textbook(s) is/are:*

XI. **Bibliography**
   *The knowledge bases that support course content and procedures include:*

**Grade Appeals***

As stated in University Rule 13.02.99.C2.01, Student Grade Appeal Procedure, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule13.02.99.C2.01, Student Grade Appeal Procedure. These documents are accessible through the University Rules Web site at [http://academicaffairs.tamucc.edu/rules_procedures/index.html](http://academicaffairs.tamucc.edu/rules_procedures/index.html). For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

**XIII. Disabilities Accommodations***

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in CCH 117. If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

*Required by SACS

**XIV. Academic Honesty**
University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to a penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one's own work.)
http://catalog.tamucc.edu/content.php?catoid=13&navoid=458#Academic_Honesty

XV. Classroom Conduct

Students and faculty each have responsibility for maintaining an appropriate learning environment. Faculty has the professional responsibility to treat students with understanding, dignity and respect, to guide classroom discussion and to set reasonable limits on the manner in which students express opinions. Disruptive students in the academic setting hinder the educational process. Disruption, as applied to the academic setting, means behavior that a reasonable faculty member would view as interfering with normal academic functions. Examples include, but are not limited to, persistently speaking without being recognized or interrupting other speakers, behavior which distracts the class from the subject matter or discussion, or in extreme cases, physical threats, harassing behavior or personal insults, or refusal to comply with faculty direction. Students are expected to refrain from disruptive behavior at all times. Students who fail to adhere to behavioral standards may be subject to disciplinary action.

XVI. Statement of Civility

Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of gender, ethnic/racial origin, religious background, age, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

XVII. Statement of Academic Continuity

In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.