

SYLLABUS PREPARATION
DUAL CREDIT
CENTRAL METHODIST UNIVERSITY

WHY PROVIDE A DETAILED SYLLABUS?

- Maximize student's potential performance.
- Administrators need it should a student challenge a grade.
- Required for General Education curriculum.
- Helps CMU students who want to transfer credit to another institution.
- Assists with consistency within CMU, across our various campuses and locations.
- Necessary for accreditation.



THE REQUIREMENTS

- ✓ All faculty (CLAS & CGES) must provide students with a printed or electronic (on myCMU) syllabus at first class meeting.
- ✓ Syllabus must be detailed and include certain information.
- ✓ Send all syllabi to Peggy O'Connell (moconnel@centralmethodist.edu) electronically by end of first week of term; save the file using course number, instructor name, and term.

Example: MU131AndersonFall2013



HERE'S WHAT TO INCLUDE:



COURSE INFORMATION

- Course prefix, number, section, and title
- # of credit hours (lab and lecture)
- Class meeting days/times
- Year and term
- PY101 General Psychology, Section A
- Include start AND end times
- Dual Credit Terms are HSFA16, HS2016 and HSSP17



FACULTY CONTACT INFORMATION



- Name
- Office room #
- Office hours
- Office phone #
- CMU email address (or other ways for students to contact you)

CMU MISSION STATEMENT

Central Methodist University prepares students to make a difference in the world by emphasizing academic and professional excellence, ethical leadership, and social responsibility.



ABOUT THE COURSE



- ❖ Course descriptions
- ❖ Course prerequisites (what you need to take before this course)
- ❖ Course corequisites (what you need to take with this course)

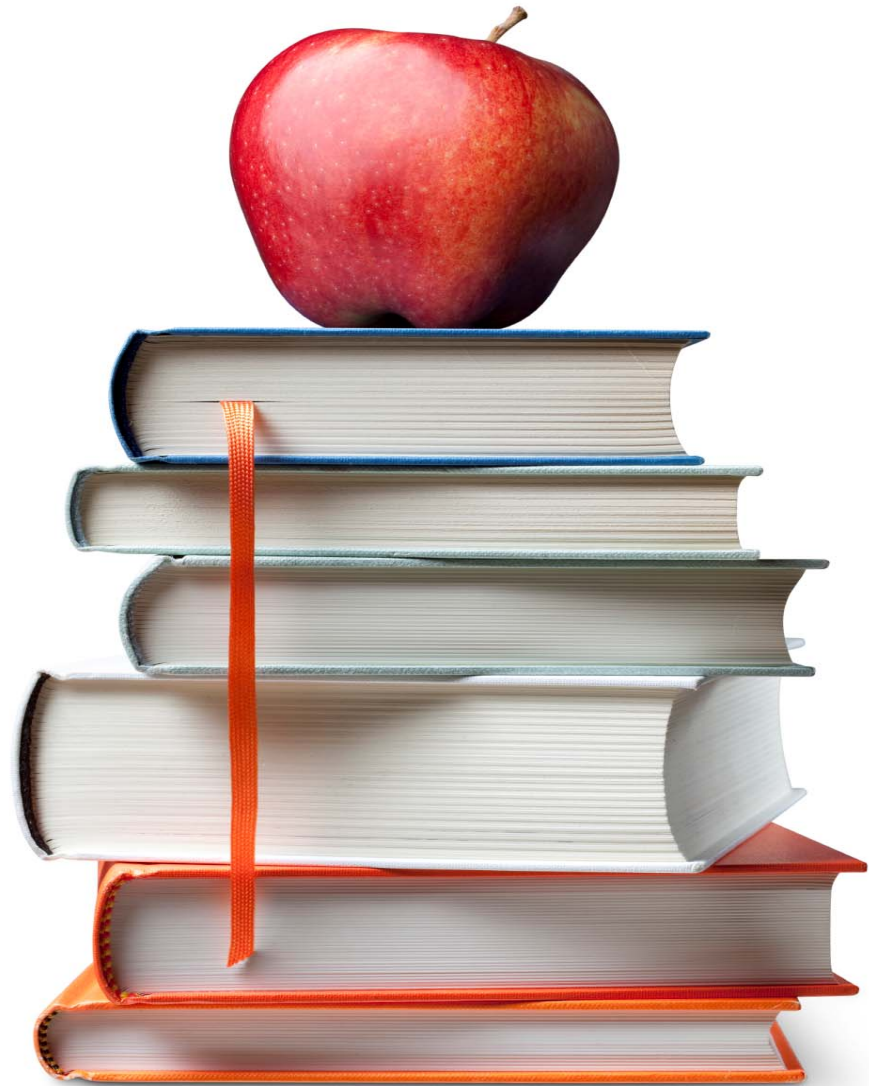
All of this can be found in the First Class at CMU handbook:

<http://www.centralmethodist.edu/firstclass/resources.php>



TEXTBOOKS

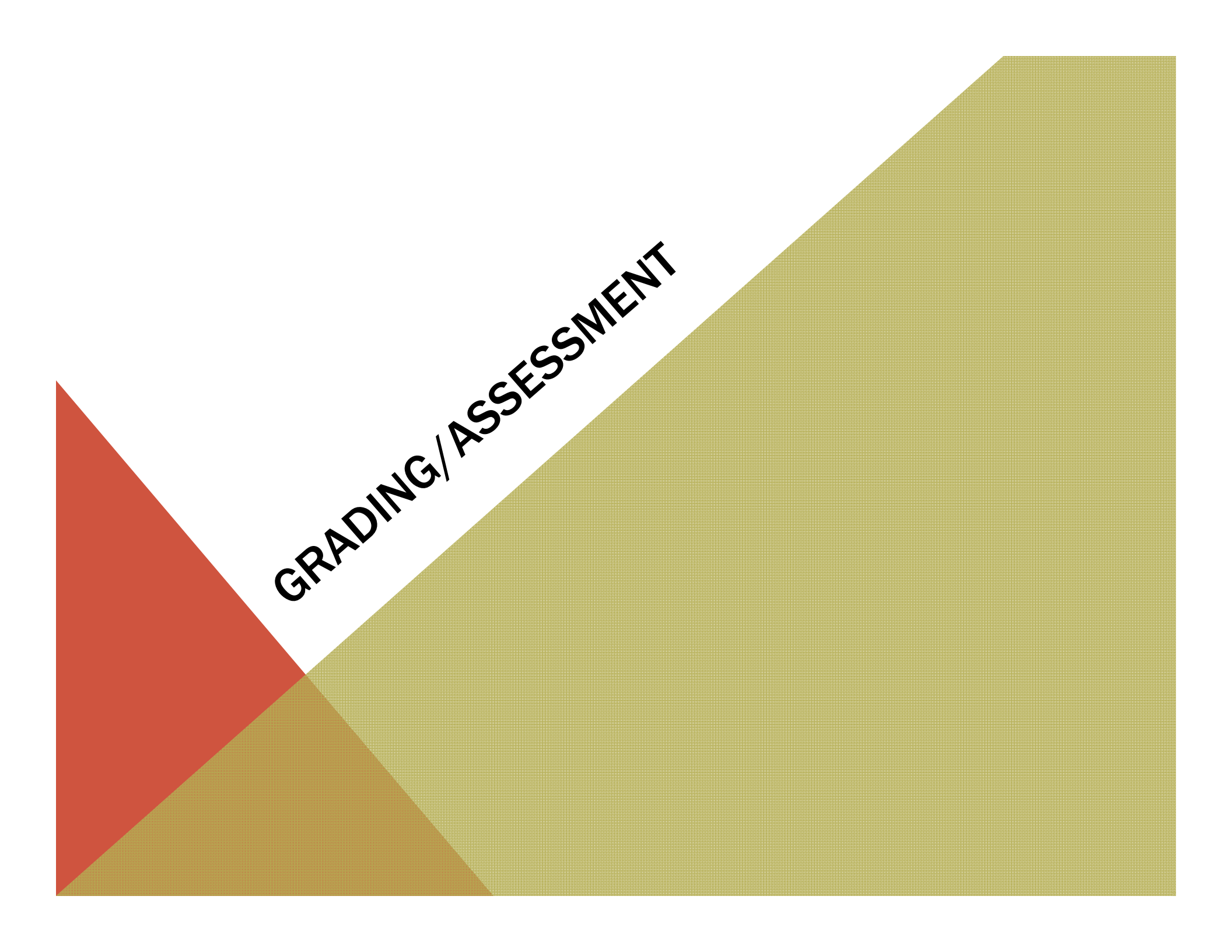
Include required and recommended. List title, author, edition, publisher, ISBN #, etc.



COURSE GOALS, OBJECTIVES, & OUTCOMES



For consistency, use the same objectives that are in the sample syllabus you were given. (All MA103 sections have the same objectives.)



GRADING/ASSESSMENT

ASSESSMENT MEASURES

Detail how you will assess students' comprehension of course material (including but not limited to papers, exams, presentations, etc.). Provide grading rubrics.

Tell students time and date of final exam.



GRADING BREAKDOWN

How will you weight individual assignments in the overall course grade?

How much are tests, homework, and projects worth?

How will you track grades?

What % constitutes an A, B, C, D, F?

Use the standard CMU Grading Scale:

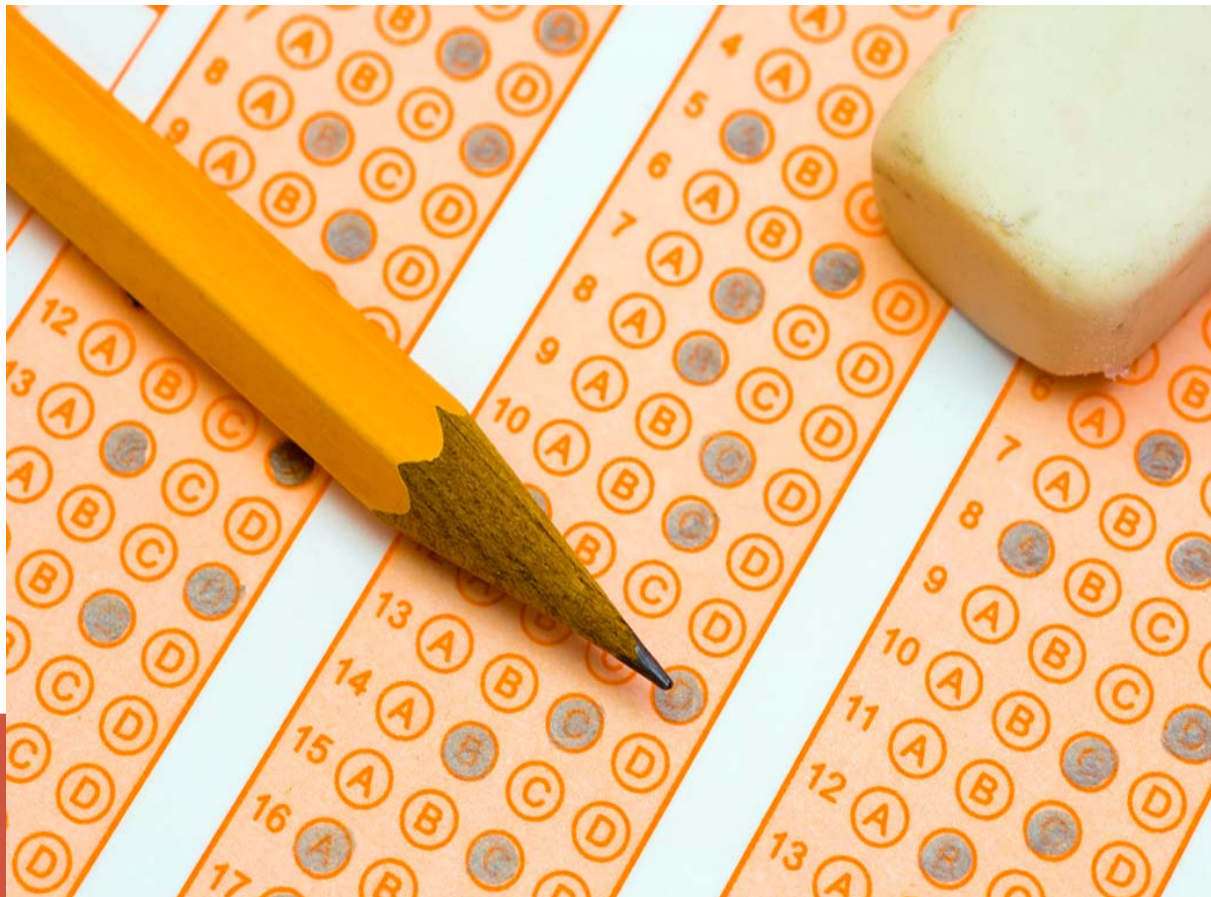
A=90 to 100

B=80-89

C=70-79

D=60-69

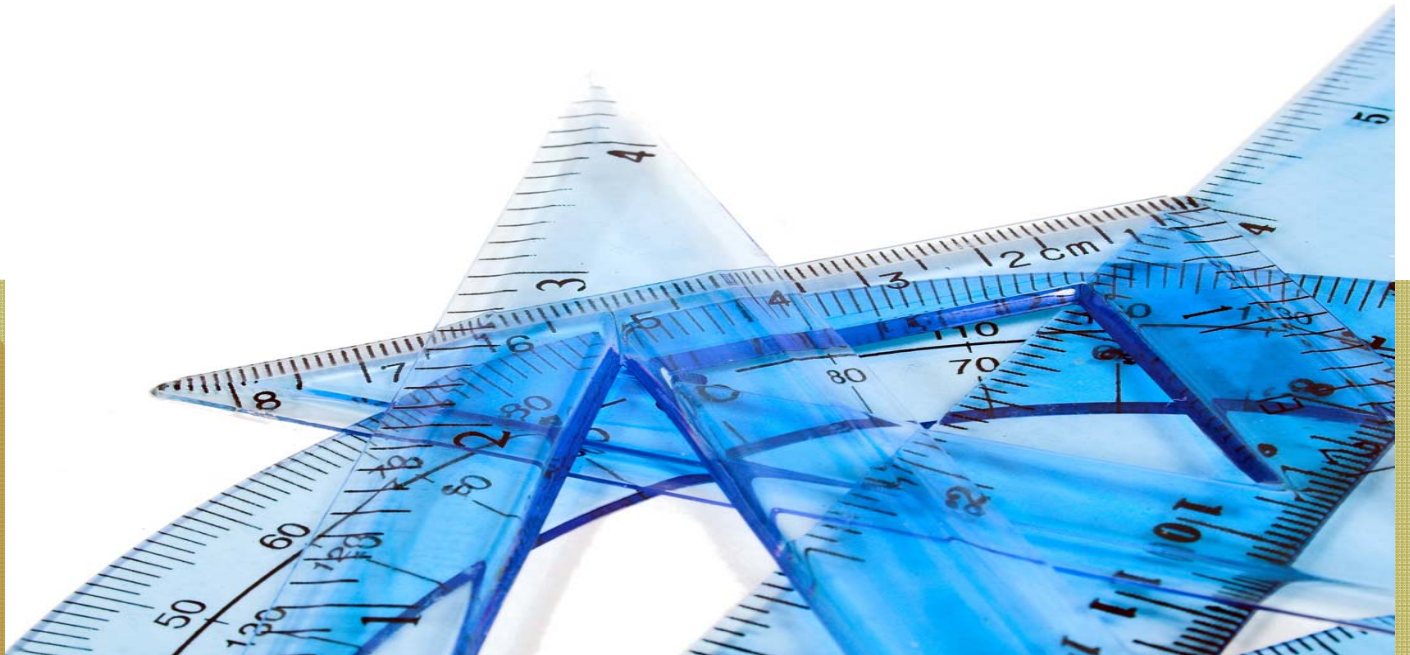
F=59 and Below



COURSE ASSIGNMENT INFORMATION

How many major assignments or examinations must students complete? On what dates will assignments be due?

- Include a topical outline.
- Specify what materials and readings you plan to cover during each class meeting. It is highly recommended that you include a calendar with due dates, which helps both you and the students have a plan, stay organized, and establish the pace.
- Don't have to stick to it exactly and can always issue an amended syllabus.
- But students should know from the start of the term the scope of the course and expected pace of the class.





POLICIES

YOU DO GET TO SET YOUR OWN POLICIES, HOWEVER.....

Remember that you are teaching for CMU as well, so we do expect adherence to our policies.

And everything must also align with rules and regulations already in place in your high school.



ATTENDANCE POLICY

CLASS ATTENDANCE

Reference the policy that is found in the First Class Handbook.

And then spell out your own attendance policy—as long as it is in alignment with your high school policies.



STUDENTS WITH DISABILITIES POLICY

Prof. Rustemeyer in the Center for Learning and Teaching has provided information (see July 1, 2013 memo on “Syllabus Preparation for the Upcoming Term” from the Dean’s Office) on Students With Disabilities Policy, which you may include in your syllabus.

At a minimum, please include a reference to the First Class Handbook.



ACADEMIC CONDUCT

Consult the CMU Academic Conduct policy in the First Class Handbook. Reference it, rather than replicating it in its entirety.



ACADEMIC CONDUCT

Then you must add details of your own on internal course policies!

Faculty need clear guidelines for recourse and sanctions, should those cases arise.



FERPA

FERPA is the Family Educational Rights and Privacy Act. The federal government requires that CMU obtain—from every enrolled student—a signed *Permission to Release Educational Information* form. Each student may waive or not waive his or her rights of educational privacy as spelled out under FERPA. FERPA also provides a student the right to examine his educational records and to request amendment of information believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.

CMU (unless prohibited by the student) may release Directory Information.

CMU educational officials are still allowed to communicate with each other regarding the student's academic performance or progress.

See the First Class Handbook for more information.

All CMU faculty, staff, work study students, and administrators are required to participate in online FERPA training each year. Watch for emails!



QUESTIONS?

Call or email:

660-248-6320

bberwin@centralmethodist.edu

Barb Berwin, Associate Dean

