

**COURSE PREFIX AND NUMBER
COURSE TITLE
SEMESTER AND YEAR**

INSTRUCTOR:

[Insert name and title information]
[Insert office building and number]
E-Mail: [Insert hyperlink]
Internet: [Insert hyperlink]

Phone: (405) 744-XXXX
Fax: (405) 744-XXXX
Dept. Office: (405) 744-XXXX

CLASS TIME AND LOCATION:

[Insert day(s) and times of the course, and building name and number in which course occurs.]

COURSE DESCRIPTION, PREREQUISITES AND SUPPORT COURSES:

[Add a paragraph describing the course. This statement could be taken directly from the OSU University Catalogue.]

SPECIAL COURSE FEE:

COURSE OBJECTIVES:

[Insert the overarching objectives (i.e., goals) of the course.]

COURSE TEXTBOOK/READING MATERIALS:

[Insert the name of the textbook and the link to the course's LMS (i.e., Canvas, Moodle, etc.) account.]

COURSE EXPECTATIONS AND REQUIREMENTS:

[Add a bulleted list of expectations for your course. List and describe any other requirements such as field trips, observations, etc.]

ATTENDANCE POLICY:

[Detail your expectations for student attendance and participation. Avoid punitive policies such as two (2) absences drops a letter grade and instead provide incentives for attendance such as planned or ad hoc review tasks that earn points.]

ASSIGNMENTS, RUBRICS AND DUE DATES

[List out, in textural form, each assignment and the important criteria therein including DUE DATES. Rubrics can be posted in Canvas and referenced here.]

COURSE CALENDAR

[List the entire calendar for the course in tabular form, complete with each week's lesson topic and date.]

Class Meeting Day/Date	Topics	Assignments Due

GRADING SCALE

[Add the total possible points for assignments, exams and other requirements.]

ACADEMIC INTEGRITY POLICY [Include the OSU academic integrity policy.]

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended or dismissed from the University.