



Course title and number

Course title must match CARS/catalog. THIS INFORMATION HAS BEEN PLACED HERE FOR REFERENCE ONLY. PLEASE REMOVE BEFORE PREPARING SYLLABUS.

Term (e.g., Fall 20XX)

Meeting times and location

Instructor Information

Name

Telephone number

Email address

Office hours

Office location

Catalog Description

- *Catalog Description should be identical to what is in the published catalog and CARS. Additional material may include rationale or context for subject matter within the discipline.*

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Catalog Prerequisites

- *Catalog Prerequisites should be identical to what is in the published catalog and CARS.*
- *If no Prerequisites, state "None".*

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Core Curriculum Identification and Foundational Component Area

(for Core courses only)

- *For more information, <https://core.tamu.edu/>*

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Core Course Objectives

(for Core courses only)

- *Include Core Objectives specific to foundational component area.*
- *For more information, please visit [TAMU Registrar Core Curriculum](#) and [THECB Quick Reference for Core Curriculum 2014](#)*

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Learning Outcomes

- A learning outcome is a statement of what the student will know or be able to do upon successfully completing the course. It must be both observable and measureable. It must be both observable and measureable using verbs from Bloom's Taxonomy: [Click here for link to Bloom's Taxonomy](#) The outcomes may include competencies developed in the course.
- Additional assistance with learning outcomes is available through the Center for Teaching Excellence <http://cte.tamu.edu> and the Office of Institutional Assessment (<http://assessment.tamu.edu>). (<http://www.cmu.edu/teaching/designteach/design/learningobjectives.html>.) **THIS INFORMATION HAS BEEN PLACED HERE FOR REFERENCE ONLY. PLEASE REMOVE BEFORE PREPARING SYLLABUS.**)

Textbook and/or Resource Material

Grading Policies

- Must include a grading scale (e.g., A=90-100, B=80-89, etc.).
- Include weights as applicable for grade items (e.g., exams, laboratory assignments, field student work, projects, papers, homework, class attendance, participation, and other graded activities) included in calculating the course grade.
- **If more than 10% of grade is based on participation**, the syllabus should explicitly define and outline how the participation grade is determined based on a well-defined rubric (see [Student Rule 10](#)).
- Changing grading policies should occur only under extraordinary circumstances.
- If the course is a stacked course, the syllabus must clearly indicate additional work required for graduate students (see [Policy for Stacked Courses](#)).

Below are examples to reference. Use/edit as appropriate. It is not necessary to include both types. **THIS INFORMATION HAS BEEN PLACED HERE FOR REFERENCE ONLY. PLEASE REMOVE BEFORE PREPARING SYLLABUS.**)

<p><i>Standard Letter Grading Scale:</i></p> <p><i>A = 90-100</i> <i>B = 80-89</i> <i>C = 70-79</i> <i>D = 60-69</i> <i>F = <60</i></p>	<p><i>Grading Assignment (standard letter grading scale):</i></p> <p><i>Three in-class exams: 10 points each (30 points of final grade)</i> <i>Five take-home assignments: 10 points each (50 points of final grade)</i> <i>Course summary project: 10 points of final grade</i> <i>Participation: 10 points of final grade</i></p>
<p><i>Points Grading Scale:</i></p> <p><i>Out of 400 assignable points</i> <i>A = 360-400 points</i> <i>B = 320-359 points</i> <i>C = 280-319 points</i> <i>D = 240-279 points</i> <i>F = <240 points</i></p>	<p><i>Grading Assignment (points grading scale):</i></p> <p><i>Three in-class exams: 100 points each (300 points of final grade)</i> <i>Report: 25 points of final grade</i> <i>Individual Project: 25 points of final grade</i> <i>Group Project: 25 points of final grade</i> <i>Participation: 25 points of final grade</i></p>

Attendance and Make-up Policies

- All courses must include attendance and make-up policies.
- Attendance and make-up policies should not contradict student rules.

Please insert these statements as written:

The statements below are currently under review.

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Attendance Policy

The university views class attendance and participation as an individual student responsibility. Students are expected to attend class and to complete all assignments.

Unless otherwise stated in Student Rule 7, to be considered for an excused absence students must notify the instructor in writing (e-mail is acceptable) prior to the day of absence. In cases where advanced notification is not possible, the student must provide notification by the end of the second business day after the last date of the absence. This notification must include an explanation of why notice could not be sent.

See Student Rule 7, available at

http://www.tamug.edu/studentrules/Academic_Rules/7_Attendance.html

Make-Up Policy

Students will be excused from attending class on the day of a graded activity or when attendance contributes to a student's grade, for the reasons stated in Student Rule 7, or other reason deemed appropriate by the instructor. Student Rule 7 http://www.tamug.edu/studentrules/Academic_Rules/7_Attendance.html provides a list of reasons absences are considered excused by the university.

If a student's absence is excused, the instructor will either provide the student an opportunity to make up any quiz, exam or other work that contributes to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. If an instructor has a regularly scheduled make up exam, students are expected to attend unless they have an excused absence.

Students are encouraged to work with the instructor to complete make-up work in advance of known scheduled absences (interviews, administrative proceedings, etc.). Make-up work must be completed in a timeframe not to exceed 30 calendar days from the last day of the initial absence. Absences related to Title IX of the Education Amendments of 1972 (see Student Rule 7, Section 7.2.1.3) may necessitate a period of more than 30 days for make-up work, and the timeframe for make-up work will be agreed upon by the student and instructor.

The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence.

Students who are requesting an excused absence are expected to uphold the Aggie Honor Code and Student Conduct Code (See Student Rule 24, available at http://www.tamug.edu/studentrules/Student_Life_Rules/24_Student_Conduct_Code.html)

Course Topics, Calendar of Activities, Major Assignment Dates

Course Topics, Calendar of Activities, Major Assignments, Test Dates

- Traditionally Delivered Course¹ –The calendar must include the number of weeks that correspond to the traditionally delivered course time period (e.g., Fall/Spring = 15 weeks; Summer = 5 or 10 as appropriate).
 - Traditionally Delivered Course with Embedded Lab² –The calendar must include the number of weeks that correspond to the traditionally delivered course time period (e.g., Fall/Spring = 15 weeks; Summer = 5 or 10 as appropriate) with identification of contact hours for both course and lab.
 - Non-Traditionally Delivered Course (NTFA)² – The weeks on the calendar of activities for non-traditional syllabus will vary according to need. (see University Rule 11.03.99.M1, <http://rules-saps.tamu.edu/PDFs/11.03.99.M1.pdf>).
- All must include lab hours in calendar of activities.
- All must include dates on which major exams will be given and assignments will be due and should not be changed without notification of all students in the course.

¹Traditionally Delivered Courses, please use schedule below:

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Course Schedule

Week	Topic/Activity	Required Reading
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

²**Courses with Embedded Labs and NTFA, please use schedule similar to the example below which identifies contact hours.**

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Course Schedule

(Example wording from an NTFA course.) You will be attending either a morning or an evening lab depending on your section, which will take place from 9am-12pm or from 4pm-7pm Lecture will occur daily from 1-4pm. A break of one hour (12pm-1pm) will occur each day for lunch. Please note that this schedule is subject to change, but academic due dates will not change without formal notification in writing to ALL students enrolled in the course.

Dates	Activity	Total hours lecture scheduled	Total hours lab scheduled
August 12	Meet for lecture time and ALL attend evening lab: paperwork , intro to course and syllabus, swim test .	3	3
August 13-16, 19-20	Lecture and Lab every day, Lab quiz every day (6 total, one drop)	18	18
August 20	NAUI and DAN E-learning due during lecture (including exams)	3	3
August 21	DAN DEMP Practical during lab, normal lecture, and prep for Open Water Activities	3	3
August 22-23 Overnight trip, 10 hours daily instructional/lab contact time	Required Open Water Activities : Blue Lagoon	0	20
August 30	Emergency Action Plan Project Due, plus debrief during lecture	3	0
September 7-9	Backup trip date (weather dependent)		
		TOTAL LECTURE: 30	TOTAL LAB: 47

Other Pertinent Course Information

Americans with Disabilities Act (ADA)

Please insert this statement as written:

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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 contact the Counseling Office, Seibel Student Center, or call (409)740-4587. For additional information visit <http://www.tamug.edu/counsel/Disabilities.html>.

Academic Integrity

Please insert these statements as written:

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“An Aggie does not lie, cheat, or steal, or tolerate those who do.”

For additional information please visit: <http://www.tamug.edu/HonorSystem>

Title IX and Statement on Limits to Confidentiality

Please insert this statement as written:

The statement below are currently under review.

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Texas A&M University is committed to fostering a learning environment that is safe and productive for all. University policies and federal and state laws provide guidance for achieving such an environment. Although class materials are generally considered confidential pursuant to student record policies and laws, University employees — including instructors — cannot maintain confidentiality when it conflicts with their responsibility to report certain issues that jeopardize the health and safety of our community. As the instructor, I must report (per Texas A&M System Regulation 08.01.01) the following information to other University offices if you share it with me, even if you do not want the disclosed information to be shared:

- Allegations of sexual assault, sexual discrimination, or sexual harassment when they involve TAMU students, faculty, or staff, or third parties visiting campus.

These reports may trigger contact from a campus official who will want to talk with you about the incident that you have shared. In many cases, it will be your decision whether or not you wish to speak with that individual. If you would like to talk about these events in a more confidential setting, you are encouraged to make an appointment with the Counseling Office, Seibel Student Center, or call (409)740-4587. For additional information visit <http://www.tamug.edu/counsel/>

Students and faculty can report non-emergency behavior that causes them to be concerned at http://www.tamug.edu/care/Tell_Somebody.html