

## Course Syllabus Requirements

The Academic Program Council *requires* that the items below be included in each course syllabus. Syllabus pages should be numbered.

- **Course Name**
- **Term or Semester(s) Offered**
- **Credit Hours (or Clock Hours if Medicine)**
- **Location** [indicate specific physical location where students are to attend the course; or first day of course if variable]
- **Time** [indicate time and days course session will meet (For example: Mon. & Wed., 9:00AM to 9:50AM)]
- **Faculty Name(s)**
- **Office Location**
- **Office Hours**
- **Telephone Number**
- **Email Address**
- **Course Description**
  - The description should match the one listed on the form submitted to Academic Program Council (APC) (50 word max)
- **Prerequisite(s)**
  - The prerequisites listed should match those listed on the course request form submitted to APC
- **Course Objectives**
  - Please list expected overall course objectives
- **Conduct of the Course**
  - State the instruction mode (Following is the Oklahoma State Regents for Higher Education terminology for “instruction mode” and the associated definitions: 1-Traditional, 2- Web based [50% < 100%], 3-Web enhanced [< 50%], 4-Online [100% Asynchronous])
  - List required textbooks, articles, or learning resources for which students are responsible
  - Assignments: List homework assignments, due dates, policy on late submissions, and expectations
  - Examinations: List the type(s) of examinations, the frequency they will be administered, and the policy for missed examinations; list other testing procedural requirements or conditions
- **Method of Evaluation and Grading**
  - List the grading scale
  - List the graded components and how they will be weighted as a component of the course grade.
    - If included:
      - Quantify how attendance contributes to the grade
      - Quantify how participation contributes to the grade
      - Explain how professionalism contributes to the grade
      - Describe how late assignments will affect the grade
- **Course Materials**
  - List required materials (including equipment if required)
  - List recommended readings or materials (if any)
- **Course Outline**
  - [Weekly] outline of topics to be covered. [This list should enable the student and faculty to ascertain which topics are scheduled to be covered and what has already been covered during a particular week. The outline should be brief and should reference items scheduled for specific dates such as quizzes, tests, papers or reports]

## Required Policy Statements

- **This syllabus is intended as a guide for this course. Dates, assignments, and evaluation are subject to revision by the instructor. Any such revisions will be announced in advance.**
- **Copyright.** This syllabus and all related course material are protected under US Copyright Law and may not be further disseminated in any form or format without the prior explicit written consent of the faculty member. Failure to comply with this provision may subject the student to disciplinary action and/or state or federal action.
- **Student Professional Behavior in an Academic Program.** Ethical and professional behaviors are considered a core competency in an academic program and, thus are key factors in good academic standing. Upon acceptance of an offer of admission, the student commits to comply with all professional conduct regulations established by the University, respective college, and program. The complete University policy is at [www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf](http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf)
- **Academic Misconduct Code.** The code describes academic misconduct as acts intended to improperly affect the evaluation of a student's academic performance or achievement and includes but is not limited to acts such as cheating, plagiarism, fabrication, fraud, destruction, bribery or intimidation, assisting others in any act proscribed by this Code, or attempting to engage in such acts. The policy and procedures related to academic misconduct are detailed in the Academic Misconduct Code found in Appendix C of the Faculty Handbook at [www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf](http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf).
- **Academic Appeals.** This policy outlines the procedure to request a hearing for appeals related to evaluation in a course, thesis or dissertation defense, general or comprehensive exam. It also outlines the appeal process for a suspension or dismissal or under the Student Professional Behavior in an Academic Program Policy, and the appeal of decisions resulting in dismissal, expulsion, or suspension from a program. The sole basis for an academic appeal is an alleged prejudiced or capricious evaluation or decision. Policy and procedure details are in Appendix C of the Faculty Handbook at [www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf](http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf).
- **Accommodation on the Basis of Disability.** The University of Oklahoma is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Accommodations on the basis of disability are available by contacting the Disability Resource Center (DRC) by email at [drc@ou.edu](mailto:drc@ou.edu). or by calling (405) 325-3852 or Voice or (405) 325-4173/TDD. Information on policies and registration with the Disability Resource Center may be found on the DRC website at: [www.ou.edu/drc](http://www.ou.edu/drc). Students requesting accommodations related to work in a course must contact the DRC as soon as possible; accommodations are not made retroactively.
- **Sexual Misconduct.** For concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including Advocates-On-Call 24/7, counseling services, mutual "No Contact orders," scheduling adjustments, and disciplinary sanctions against the perpetrator. Please contact the Sexual Misconduct Office at (405) 325-2215 (8AM-5PM) or the Sexual Assault Response Team at (405) 605-0013 (24/7).
- **Adjustment for Pregnancy/Childbirth Related Issues.** Students needing modifications or adjustments to course requirements because of documented pregnancy-related or childbirth-related issues should contact the college's Assistant/Associate Dean for Student Affairs (or academic advisor) as soon as possible to discuss. Generally, modifications will be made where medically necessary and similar in scope to accommodations based on temporary disability. See <http://www.ou.edu/eoo/faqs/pregnancy-faqs.html> for commonly asked questions.

- **Course Drop/University Withdrawal.** The student is responsible to submit required University paperwork before the deadlines shown in the Academic Calendar online at <http://admissions.ouhsc.edu/CurrentStudents/Forms.aspx>. Missed homework and examination grades will be entered as a grade of zero if a student fails to formally drop the course or withdraw from the University.
- **Laptop Encryption Policy.** Students and trainees must have laptops and external storage devices, such as flash drives and hard drives, that are used for University business, encrypted by Campus IT through a Device Security Clinic (<http://ouhsc.edu/registerdevice>) or similar, prior to using the device for University Business. University Business does include checking HSC email. Removal of encryption by Campus IT is required upon departure from the University unless you have been notified by college or departmental personnel that you are specifically, individually exempt.

### Required Statements Specific to Course Type

- **HIPAA Compliance.** The University of Oklahoma complies with all federal and state laws related to the confidentiality of patient medical information, including the Privacy and Security Regulations issued pursuant to the Health Insurance Portability and Accountability Act (HIPAA). Students are required to comply with these laws and related University policies and procedures, including the HIPAA Privacy and Security policies found at <https://apps.ouhsc.edu/hipaa/docs/OUHSC%20PHI%20Server%20Consolidation%20Policy.pdf>. Students are required to complete the University’s mandatory annual HIPAA training (<http://ouhsc.edu/hipaa/>) and must also comply with the related policies and procedures of their departments and any facilities in which they rotate.
- **Responsible Conduct of Research.** Students, as members of the University community, have the responsibility to ensure that integrity and ethical standards in any activity with which they are associated directly or any activity of which there is sufficient knowledge to determine its appropriateness. Students are governed by the Policy on Ethics in Research (Faculty Handbook Section 3.25) at [www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf](http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf).

**FOR OFFICE USE ONLY DURING REVIEW & APPROVAL: APC Course Syllabus guide. Revision of “suggested syllabus” to “required syllabus” content.**

Academic Program Council DRAFT Review	April 3, 2014
	<b>Date</b>
Academic Program Council Approved	August 7, 2014
	<b>Date</b>
Legal Counsel Review	September 9, 2014
	<b>Date</b>
Vice Provost for Academic Affairs	September 9, 2014
	<b>Date</b>
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	<b>Date</b>