

**Instructions: Complete yellow highlighted areas, then remove highlighting and delete "optional" in the banner when you use that section. Sections noted as optional may be deleted completely.**

**Course Name (Abbreviation and Number)  
Summer/Fall/Spring 20??  
Number of Course Hours  
Course Location  
Time  
Course Date Range if Varies from Regular Semester**

***This syllabus is intended as a guide for this course. Dates, assignments, and evaluation are subject to revision by the instructor and will be announced in advance when possible.***

**COURSE FACULTY**

Course Director:	Course Co-Director: <i>(If indicated)</i>
Title:	Title:
E-mail:	Email:
Office:	Office:
Office Hours:	Office Hours:
Telephone:	Telephone:

Course Coordinator: *(If indicated)*  
Title:  
E-mail:  
Office:  
Telephone:

**WELCOME FROM THE COURSE DIRECTOR / TEACHING PHILOSOPHY (Optional)**

[Welcome note from Course Director(s)]

**COURSE DESCRIPTION**

Must be 50 words or less and match the course description found in the HSC Course Catalogue online at <https://apps.ouhsc.edu/studentinfo/Schedules.aspx>. A change to the course description from what is listed in the catalogue requires that a course revision form be submitted to the Academic Programs Council. <https://admissions.ouhsc.edu/Faculty-Administration>

**PREREQUISITE(S)**

Must match pre-requisites listed on the most recent course form submitted to the Academic Programs Council.

**CLASS TYPE**

**Select One:**  
Laboratory  
Lecture/Discussion  
Lecture/Laboratory  
Lecture/Clinical  
Independent Study  
Internship/Practicum  
Clinical  
Seminar

## COMPUTER REQUIREMENTS (Optional - may be modified by college)

The laptop requirements set forth by the College of \_\_\_\_\_ can be found at \_\_\_\_\_:

**EXAMPLE:** Laptops must be encrypted in accordance with University policy. A laptop computer meeting minimum College of \_\_\_\_\_ specifications is required for in-class exams. It is your responsibility to ensure that your laptop is capable of connecting to the OUHSC wireless network and is running the latest version of the Respondus Lockdown Browser. A student whose computing device is not compliant with the College specifications will not receive extra time to complete the exam.

## COURSE OBJECTIVES

Use Bloom's taxonomy to select appropriate and measurable action verbs such as "**compare and contrast**," "**evaluate**," "**employ**," and "**analyze**." Do not use verbs such as "understand," "learn" and "know" because these words are too broad and cannot be measured.

249 Bloom's Taxonomy Verbs for Critical Thinking; Teachthought website

<https://www.teachthought.com/critical-thinking/249-blooms-taxonomy-verbs-for-critical-thinking/>

Updated March 27, 2018. Accessed March 27, 2018

## LEARNING OUTCOMES (Optional – List accreditation standards satisfied by this course)

May be required by professional accrediting bodies

## CLASS PREPARATION (Optional)

### **EXAMPLE:**

Students are responsible for all assigned readings and materials, whether discussed in class or not (including any written or verbal updates, all lecture material, case studies, independent study, other information provided, etc.). All assignments are due on the date listed.

## PROFESSIONALISM (Optional)

If a graded component of the course, explain how it will be evaluated.

## ATTENDANCE (Optional)

Outline attendance expectations. If attendance is a graded component of the course, quantify how attendance contributes to the grade.

## DRESS CODE (Optional)

Indicate any dress code for the course or course activities.

## PARTICIPATION (Optional)

Include expectations if class participation is a graded component of the course. See grading rubric example link on pg. 4.

## CONDUCT OF THE COURSE

**Select one.**

### **Instruction Mode**

Choose one of the below six (6) modes:

**Traditional: Face-To-Face Contact:** Instructors interact with students in the same physical space 75% or more of the time.

**Hybrid - Mixed FTF (Hybrid):** Instructors interact with students in the same physical space less than 75% of the instructional time with the remainder of the instructional time provided through distance or correspondence education (including D2L).

**Distance:** Content is offered 100% online or via interactive video. Distance is defined as using one or more of the following technologies to deliver instruction to students who are separated from the instructor and support regular and substantive interaction between the students and the instructor, synchronously or asynchronously. The technologies may include:

- (i) the internet
- (ii) one way and two way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices
- (iii) audio conferencing; or (iv) videocassettes, DVDs, and CD-ROMs, if the videocassettes, DVDs or CD-ROMs are used in conjunction with any of the technologies listed in clauses (i) through (iii).

**Independent/Directed Study:** Instructors interact with students individually through a flexible format.

**Correspondence:** Instructors interact with students through mail or electronic interface according to a typically self-paced schedule.

**Internship/Practicum:** Internships or practica experiences for which credits are awarded. Submission should provide brief summative information about the internship or practicum.

### **Required Texts and Materials**

List required textbooks, articles, or learning resources for which students are responsible

### **Assignments (If applicable)**

List type of assignment, due dates, and policy on late submissions.

### **Evaluation Methods**

Describe the type(s) of evaluation methods: i.e. Examinations, presentations, papers, clinical performance, etc. Describe the policy for missed examinations, and any other testing procedural requirements or conditions such as computer based exams, etc.

### **Alternative Testing Dates (Optional)**

**EXAMPLE:** The possibility exists that an exam may be cancelled due to unforeseen events (e.g., weather, etc.).

### **Exam Review (Optional)**

**EXAMPLE:** After the examination, the course director will review all exam items to identify any questions that may have performed poorly. Students may also provide feedback regarding items they believe may be flawed by writing information on the sheet provided during the exam. The items will need to be referenced using the item ID. All sheets will be collected at the end of the exam.

### **Grading Rubrics**

For each **subjective** activity area, provide a grading rubric that provides clear performance expectations to earn a specific score.

**EXAMPLES:**

Information is found on the Admissions and Records website under Faculty and Administration at <http://admissions.ouhsc.edu/FacultyAdministration.aspx>.

**Student Evaluation of the Course (Cannot be included in course grade)**

Describe how the student evaluation of the course will be conducted.

**EVALUATION AND GRADING**

**Grading Scale**

List the grading scale.

List all graded components and how they will be weighted in the final course grade. Grading rubric should be provided in Conduct of the Course Section for all **subjectively** graded components.

**EXAMPLE:**

Activity	Point/ Percentage of Final Grade
Examinations	
Exam #1	
Exam #2	
Final Exam	
Quizzes	
Quiz #1	
Quiz #2	
Quiz #3	
Assignments	
Attendance (if applicable)	
Class Participation (if applicable)	
Presentation(s) (if applicable)	
Clinical Performance (If applicable)	
Professionalism (if applicable)	
Other Activity	
<b>Total Points</b>	

**COURSE OUTLINE/SCHEDULE**

Dates, topics, and assignments are subject to change. You will be notified if a change occurs.

**This section of the OUHSC SYLLABUS TEMPLATE has been approved by the Academic Programs Council (APC) and is not amenable to modification. Delete this box/highlighted statement upon syllabus completion.**

## 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 a student's 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 Student Professional Behavior in an Academic Program policy is at [www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf](http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf).

**Academic Misconduct Code.** The Academic Misconduct Code describes academic misconduct as any acts intended to improperly affect the evaluation of a student's academic performance or achievement. Academic Misconduct includes but is not limited to cheating, plagiarism, fabrication, fraud, destruction, bribery or intimidation, assisting others in any act proscribed by the 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.** The Academic Appeals policy outlines the procedure a student must follow to request a hearing for appeals related to evaluation in a course, thesis or dissertation defense, or 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 for appeals of decisions resulting in dismissal, expulsion, or suspension from a program or of being required to repeat a semester of year. The sole basis for an academic appeal is an alleged prejudiced or capricious academic 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 Accessibility and Disability Resource Center (ADRC) by email at [adrc@ou.edu](mailto:adrc@ou.edu) or by calling (405) 325-3852 or Voice (405) 217-3494 (VP). Information on policies and registration with the Accessibility and Disability Resource Center may be found on the ADRC website at: [www.ou.edu/adrc](http://www.ou.edu/adrc). Students requesting accommodations related to work in a course must contact the ADRC as soon as possible; accommodations are not made retroactively.

**Sexual Misconduct.** For issues 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. Information is available from the Institutional Equity Office at (405) 325-2215 (8AM-5PM) or the OU Advocates at (405) 615-0013 (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) or the Accessibility and Disability Resources Center ([www.ou.edu/adrc](http://www.ou.edu/adrc)) 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 [www.ou.edu/content/eoo/faqs/pregnancy-faqs.html](http://www.ou.edu/content/eoo/faqs/pregnancy-faqs.html) for answers to commonly asked questions.

**Course Drop/University Withdrawal.** The student is responsible to submit required University paperwork before the deadlines to drop or withdraw from a course, shown in the Academic Calendar at <http://admissions.ouhsc.edu/AcademicCalendar.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/Device Encryption and Anti-Virus Software.** In advance of examinations, students must check that their laptop or PC includes up-to-date encryption software and the necessary programs for securing the device. Students who obtain new or replacement devices at any time can request access to the Student Virtual Desktop at <http://ouhsc.edu/sde>. OU IT will grant student access within 24 hours of request submission. Students can log in at <https://mydesk.ou.edu>. All students should continue to encrypt their devices with Windows 10 and MacOS encryption tools and install anti-virus software. Instructions and recommendations are linked at: [Windows 10 Encryption](#), [MacOS Encryption](#), and [Anti-Virus Software](#).

**Absences.** If you will be absent from a course activity for any reason, it is your responsibility to notify the instructor as specified by the course syllabus.

**Title IX: Confidentiality and Responsible Employee Statement.** The University of Oklahoma faculty are committed to creating a safe learning environment for all members of our community, free from gender and sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX of the Education Amendments of 1972.

Please note that Sexual Misconduct, Discrimination, and Harassment Policy designates all faculty members, including teaching assistants, as "Mandatory Reporter OR Responsible Employees." Under the Sexual Misconduct, Discrimination, and Harassment Policy all "Mandatory Reporter OR Responsible Employees" must report all disclosures of sex or gender-based discrimination or violence to the University's Title IX Coordinator. The Title IX Coordinator will reach out to provide resources, support, and information after receiving a report, but community members are not required to respond to such outreach. Reported information will remain private.

If you have (or someone you know has) experienced any form of sex or gender-based discrimination or violence and wish to speak with someone confidentially, please contact [OU Advocates](#) at 405-615-0013, [HSC Student Counseling Services](#) at 405-271-7336, or [Student Health Services](#), call 405-271-9675. For more information regarding the University of Oklahoma's Title IX procedures, reporting, or support measures, please visit [the Institutional Equity Office](#), or call 405-325-3546.

Disclosures of gender and sex-based discrimination or violence made in relation to an assignment and/or educational prompt will not result in a referral to the University of Oklahoma's Title IX Coordinator unless requested otherwise.

**The below statements are required ONLY if pertinent to the course. Delete any items that are not relevant and delete this box/highlighted statement on completion.**

**HIPAA Compliance.** The University of Oklahoma complies with all federal and state laws related to the confidentiality of patient and research participant 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 <http://ouhsc.edu/hipaa/policies.asp>. Students are required to complete the University's mandatory annual HIPAA training at <http://ouhsc.edu/hipaa>. Students 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 the integrity and ethical standards of any research activity with which they are associated directly or of which they have 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).

**Distance Learning Notification.** In a Distance Learning Classroom (DLC), a student's voice, physical presence, materials, and participation in classroom activities may be transmitted to distance learning sites and videotaped or digitally captured. DLC video/digital archives are used internally by the University for educational and informational purposes.

#### **COLLEGE POLICIES, PROCEDURES, AND SERVICES (OPTIONAL)**

Add any additional college policies