For the student, a course syllabus is often the first introduction to you and the course you are teaching.  Consider the syllabus a valuable tool for connection with students and a document that can provide students with the information they need to be successful.  Setting a positive, student friendly tone can help students engage with your class.

Below is a general outline that you can follow (**bolded headings).**

# University of Oklahoma

# Department/Program

# Course Number: Course Title

# Semester Year

## Course Format/Meeting Time and Location  (essential component)

*As listed at* [*one.ou.edu*](https://sso.ou.edu/idp/startSSO.ping?PartnerSpId=one&TargetResource=%2f)*.  If all online or blended, please write ‘online’ and ‘blended’ with in-class dates, times, and location*

Office Hours:Date, Time, Location

[Every Tuesday at 4:00 p.m. CST or by appointment or Virtual office hours available]

Learning Management System/website: canvas.ou.edu

Other:[Action Center, Course Web Site, Other contact information]

[[See Faculty Handbook 4.25]](https://apps.hr.ou.edu/FacultyHandbook/)

## Course Prerequisite (essential component)

*As listed in* [*one.ou.edu*](https://sso.ou.edu/idp/startSSO.ping?PartnerSpId=one&TargetResource=%2f)*.  If there are not any course prerequisites, please write ‘none.’*

## Course Description (essential component)

Course Goals (optional):

Learning Outcomes

## Texts and Materials (essential component)

*Be sure to consider captions and other accessibility tools:*

* *If you are assigning audio-visual materials, it would be advisable to check for closed captioning.*
* *Similarly, if assigning digitized reading materials, it is advisable to ensure that they are Optical Character Recognition (OCR)-readable.*
* *Consider having accessible alternatives if your first choice of texts and reading materials are not accessible.*

[[See Faculty Handbook 4.25.1]](https://apps.hr.ou.edu/FacultyHandbook/)

**Teaching Philosophy & Inclusion Statement:**

## Land Acknowledgement Statement Provided by OU’s Tribal Liaison office: (optional)

Long before the University of Oklahoma was established, the land on which the University now resides was the traditional home of the “Hasinais” Caddo Nation and “[Kirikirʔi:s](http://www.wichitatribe.com/media/18910/wichita.mp3%22%20%5Co%20%22Click%20to%20Hear%20It)” Wichita & Affiliated Tribes.

We acknowledge this territory once also served as a hunting ground, trade exchange point, and migration route for the Apache, Comanche, Kiowa and Osage nations.  Today, 39 tribal nations dwell in the state of Oklahoma as a result of settler and colonial policies that were designed to assimilate Native people. The University of Oklahoma recognizes the historical connection our university has with its indigenous community. We acknowledge, honor and respect the diverse Indigenous peoples connected to this land. We fully recognize, support and advocate for the sovereign rights of all of Oklahoma’s 39 tribal nations. This acknowledgement is aligned with our university’s core value of creating a diverse and inclusive community. It is an institutional responsibility to recognize and acknowledge the people, culture and history that make up our entire OU Community.

## Expectations:

## Learning Activities, Assignments, and Assessments: (essential component)

## Assigning Grades: (essential component)

## Additional Support for Learning:

Course Policies:

### Make-up Policy

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### **Absences**

Other Policies: e.g. Civility, Emergency Contact, Late Assignments

## Tentative Schedule (Subject to change)

## University Policies*In this section, include the mandatory and recommended University policies. (Examples are provided below.)*

### Copyright Syllabus Statement for In-Person or Online Courses (optional)

Sessions of this course may be recorded or live-streamed. These recordings are the intellectual property of the individual faculty member and may not be shared or reproduced without the explicit, written consent of the faculty member. In addition, privacy rights of others such as students, guest lecturers, and providers of copyrighted material displayed in the recording may be of concern. Students may not share any course recordings with individuals not enrolled in the class or upload them to any other online environment.

### Academic Integrity (required)

*There is not specific language for the Academic Integrity policy to be included in the syllabus. It is good to become familiar with the policy and describe it in your own words.* [See <http://integrity.ou.edu/faculty_guide.html>]

Example: Cheating is strictly prohibited at the University of Oklahoma, because it devalues the degree you are working hard to get. As a member of the OU community it is your responsibility to protect your educational investment by knowing and following the rules. For specific definitions on what constitutes cheating, review the Student’s Guide to Academic Integrity at <http://integrity.ou.edu/students_guide.html>

To be successful in this class, all work on exams and quizzes must be yours and yours alone. You may not receive outside help. On examinations and quizzes, you will never be permitted to use your notes, textbooks, calculators, or any other study aids. Should you see someone else engaging in this behavior, I encourage you to report it to myself or directly to the Office of Academic Integrity Programs. That student is devaluing not only their degree, but yours, too. Be aware that it is my professional obligation to report academic misconduct, which I will not hesitate to do. Sanctions for academic misconduct can include expulsion from the University and an F in this course, so don’t cheat. It’s simply not worth it.

### Religious Observance (required)

It is the policy of the University to excuse the absences of students that result from religious observances and to reschedule examinations and additional required classwork that may fall on religious holidays, without penalty.

[[See Faculty Handbook 3.15.2]](https://apps.hr.ou.edu/FacultyHandbook/)

### Reasonable Accommodation Policy (required)

The Accessibility and Disability Resource Center is committed to supporting students with disabilities to ensure that they are able to enjoy equal access to all components of their education.  This includes your academics, housing, and community events.  If you are experiencing a disability, a mental/medical health condition that has a significant impact on one or more life functions, you can receive accommodations to provide equal access.  Possible disabilities include, but are not limited to, learning disabilities, AD(H)D, mental health, and chronic health.  Additionally, we support students with temporary medical conditions (broken wrist, shoulder surgery, etc.) and pregnancy.  To discuss potential accommodations, please contact the ADRC at 730 College Avenue, (ph.) 405.325.3852, or adrc@ou.edu.

### Title IX Resources and Reporting Requirement (required)

For any concerns regarding gender-based discrimination, sexual harassment, sexual assault, dating/domestic violence, or stalking, the University offers a variety of resources. To learn more or to report an incident, please contact the Sexual Misconduct Office at 405/325-2215 (8 to 5, M-F) or smo@ou.edu. Incidents can also be reported confidentially to OU Advocates at 405/615-0013 (phones are answered 24 hours a day, 7 days a week). Also, please be advised that a professor/GA/TA is required to report instances of sexual harassment, sexual assault, or discrimination to the Sexual Misconduct Office. Inquiries regarding non-discrimination policies can be directed to University Equal Opportunity Officer and Title IX Coordinator at 405/325-3546 or smo@ou.edu . For more information, visit <http://www.ou.edu/eoo.html>.

### Adjustments for Pregnancy/Childbirth Related Issues (required)

Should you need modifications or adjustments to your course requirements because of documented pregnancy-related or childbirth-related issues, please contact your professor or the Disability Resource Center at 405/325-3852 as soon as possible. Also, see http://www.ou.edu/eoo/faqs/pregnancy-faqs.html for answers to commonly asked questions.

### Final Exam Preparation Period (required)

Pre-finals week will be defined as the seven calendar days before the first day of finals. Faculty may cover new course material throughout this week. For specific provisions of the policy please refer to OU’s Final Exam Preparation Period policy (<https://apps.hr.ou.edu/FacultyHandbook#4.10)>.

### Emergency Protocol (required)

During an emergency, there are official university [procedures](http://www.ou.edu/emergencypreparedness/procedures) that will maximize your safety.

**Severe Weather:** If you receive an OU Alert to seek refuge or hear a tornado siren that signals severe weather *1.* *LOOK* for severe weather refuge location maps located inside most OU buildings near the entrances *2.* *SEEK* refuge inside a building. Do not leave one building to seek shelter in another building that you deem safer. If outside, get into the nearest building. *3.* *GO* to the building’s severe weather refuge location. If you do not know where that is, go to the lowest level possible and seek refuge in an innermost room. Avoid outside doors and windows. *4.* GET IN, GET DOWN, COVER UP. 5. *WAIT* for official notice to resume normal activities.

[*Link to Severe Weather Refuge Areas*](http://www.ou.edu/emergencypreparedness/prepare/refuge-on-campus) *,* [*Severe Weather Preparedness - Video*](https://vimeo.com/237922159)

Armed Subject/Campus Intruder**: (required)**

If you receive an OU Alert to shelter-in-place due to an active shooter or armed intruder situation or you hear what you perceive to be gunshots:

*1.* *GET OUT*: If you believe you can get out of the area WITHOUT encountering the armed individual, move quickly towards the nearest building exit, move away from the building, and call 911. *2.* *HIDE OUT*: If you cannot flee, move to an area that can be locked or barricaded, turn off lights, silence devices, spread out, and formulate a plan of attack if the shooter enters the room. *3*. *TAKE OUT*: As a last resort fight to defend yourself.

*For more information, visit http://www.ou.edu/emergencypreparedness.html*

[*Shots Fired on Campus Procedure - Video*](https://www.youtube.com/watch?v=BsEOhGJIdI8&feature=youtu.be)

Fire Alarm/General Emergency**:** **(required)**

If you receive an OU Alert that there is danger inside or near the building, or the fire alarm inside the building activates: *1. LEAVE* the building. Do not use the elevators. *2. KNOW* at least two building exits *3. ASSIST* those that may need help *4. PROCEED* to the emergency assembly area *5 ONCE safely outside, NOTIFY first responders of anyone that may still be inside building due to mobility issues. 6. WAIT* for official notice before attempting to re-enter the building.

[*OU Fire Safety on Campus*](https://vimeo.com/125093634)

### Mental Health Support Services (required)

 If you are experiencing any mental health issues that are impacting your academic performance,
 counseling is available at the University Counseling Center (UCC). The Center is located on the
 second floor of the Goddard Health Center, at 620 Elm Rm. 201, Norman, OK 73019.
 To schedule an appointment call (405) 325-2911.

 For more information please visit <http://www.ou.edu/ucc>.

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