# About This Resource

Below is a general outline that you can follow with bolded headings and instructions. For additional information about syllabus requirements, please see [Faculty Handbook 4.25](https://apps.hr.ou.edu/facultyhandbook/#4.25) or view our Sample Syllabus with example language, which may be found on CFE’s [Syllabus Support](https://www.ou.edu/cfe/teaching/syllabus-support) page.

## Navigation

If you are looking for a specific example within this resource, we recommend viewing this document in the [Navigation pane](https://support.microsoft.com/en-us/office/use-the-navigation-pane-in-word-394787be-bca7-459b-894e-3f8511515e55#:~:text=To%20go%20to%20a%20page,scrolling%2C%20use%20the%20Navigation%20pane.&text=To%20open%20the%20Navigation%20pane,or%20click%20View%20%3E%20Navigation%20Pane.). This will allow you to browse by headings.

## A Note about Tone

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 connecting with students and a document that can provide students with the information they need to be successful. Using motivational language ([Harrington and Thomas 2018](https://ou-primo.hosted.exlibrisgroup.com/permalink/f/h0e5ud/TN_cdi_askewsholts_vlebooks_9781620366271)) that reflects a growth mindset ([Canning et al. 2021](https://journals.sagepub.com/doi/pdf/10.1177/19485506211030398)) can motivate students to engage with your class and achieve greater academic success. Throughout our examples, you’ll notice that we’ve used personal pronouns, “I” and “you” versus “instructor” and “student.” This helps the students better connect with the syllabus and you.

Please note that while you may advise students of your desired pronouns, please do not ask in class or a public forum that they provide you with theirs unless they volunteer such information. Additionally, please note that students should not be required to swear any form of loyalty oath or be required to affirm any particular diversity statements.

## A Note about Accessibility

We’ve used descriptive text for the hyperlinks within this document as part of our commitment to accessibility, and with the assumption that you will distribute the syllabus to students online so they may still access these links. In line with best practices, we’ve also ensured [tables have alt text](https://support.microsoft.com/en-us/office/video-improve-accessibility-with-alt-text-9c57ee44-bb48-40e3-aad4-7647fc1dba51#:~:text=To%20add%20alt%20text%20to%20a%20table%2C%20right%2Dclick%20the,'re%20done%2C%20click%20OK.), used 12-point Sans Serif font, and used headings for easier navigation. For more information about how to make your syllabus accessible, please visit ADRC’s [Digital Accessibility guides](https://www.ou.edu/adrc/digital-accessibility/).

# University of Oklahoma Department/Program Course Number: Course Title Semester Year

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

As listed in the [Course Catalogue](https://www.ou.edu/enrollment/course_catalog). If all online or blended, please write ‘online’ and ‘blended’ with in-class dates, times, and location.

### **Student Support/Office Hours**

Date, Time, Location

In addition to providing basic information about the date, time, and location of your office hours, defining how you want students to use office hours can encourage students to engage, and may also help students who are unfamiliar with higher education to better understand the purpose of student support hours. Here we’ve also changed the language to “Student Support Hours” to emphasize that this is time set aside for students.

### **Learning Management System/website**

Please provide a direct link to your Canvas Course page.

### **Other Course Links:**

[Action Center, Course Web Site, Other contact information] [[See Faculty Handbook 4.25]](https://apps.hr.ou.edu/FacultyHandbook/#4.25)

## Course Prerequisite (essential component)

As listed in the [Course Catalogue](https://www.ou.edu/enrollment/course_catalog). If there are not any course prerequisites, please write ‘none.’

## Course Description (essential component)

## **Course Goals (optional)**

## Learning Outcomes (optional, but strongly encouraged)

## Texts and Materials (essential)

List all of the text(s), materials, and any software needed for the course. Be specific as to whether the item is required, recommended, or optional. It is not mandatory to have a required text for your course. Follow the format customary to your discipline.

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 as it provides improved access to all students. This will be required if a student’s accommodations necessitate it.
* Similarly, if assigning digitized reading materials, it is advisable to ensure that they are Optical Character Recognition (OCR)-readable. More information about making your documents accessible may be found through the Accessibility and Disability Resource Center’s (ADRC) [Digital Accessibility online resource](https://www.ou.edu/adrc/digital-accessibility).
* Consider having accessible alternatives if your first choice of texts and reading materials are not accessible.

If you have a long list of readings, please use an Appendix at the back of the syllabus or provide the list in Canvas*.*[[See Faculty Handbook 4.25.1 for guidance on instructional materials]](https://apps.hr.ou.edu/FacultyHandbook/#4.25)

## About Your Instructor (optional)

## Teaching Philosophy & Belonging Statement (optional)

## Expectations (strongly encouraged)

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

## Assessments (essential)

## Assigning Grades (required)

## Additional Support for Learning (optional)

## **Course Policies (essential):**

Examples include:

### Academic Integrity and Plagiarism (required, text may vary)

### Generative AI Policy

### Late Work Policy

### **Attendance Policy**

### Technology

### Group/Lab Partner Work Policies

### **Other Policies**

## University Policies

In this section, include the mandatory and recommended University policies.

### Mental Health Support Services: (required)

Support is available for any student experiencing mental health issues that are impacting their academic success.  Students can either been seen at the University Counseling Center (UCC) located on the second floor of Goddard Health Center or receive 24/7/365 crisis support from a licensed mental health provider through [TELUS](https://www.ou.edu/ucc/online-therapy) Health.  To schedule an appointment or receive more information about mental health resources at OU please call the UCC at 405-325-2911 or visit  [University Counseling Center](https://www.ou.edu/ucc). The UCC is located at 620 Elm Ave., Room 201, Norman, OK 73019.

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

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. There are resources available to those impacted, including: speaking with someone confidentially about your options, medical attention, counseling, reporting, academic support, and safety plans. 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](https://www.ou.edu/gec/gender-based-violence/advocates)(available 24/7 at 405-615-0013) or [University Counseling Center](http://ou.edu/ucc) (M-F 8 a.m. to 5 p.m. at 405-325-2911)

Because the University of Oklahoma is committed to the safety of you and other students, and because of our Title IX obligations, I, as well as other faculty, Graduate Assistants, and Teaching Assistants, are mandatory reporters. This means that we are obligated to report gender-based violence that has been disclosed to us to the Institutional Equity Office. This means that we are obligated to report gender-based violence that has been disclosed to us to the Institutional Equity Office. This includes disclosures that occur in: class discussion, writing assignments, discussion boards, emails and during Student/Office Hours. You may also choose to report directly to the Institutional Equity Office. After a report is filed, the Title IX Coordinator will reach out to provide resources, support, and information and the reported information will remain private. For more information regarding the University’s Title IX Grievance procedures, reporting, or support measures, please visit [Institutional Equity Office](https://www.ou.edu/eoo)at 405-325-3546.

### Reasonable Accommodation Policy (required)

The University of Oklahoma (OU) is committed to the goal of achieving equal educational opportunity and full educational participation for students with disabilities. If you have already established reasonable accommodations with the Accessibility and Disability Resource Center (ADRC), please [submit your semester accommodation request through the ADRC](https://www.ou.edu/adrc/students/adrc-registered-students/accommodation-request) as soon as possible and contact me privately, so that we have adequate time to arrange your approved academic accommodations.

If you have not yet established services through ADRC, but have a documented disability and require accommodations, please complete [ADRC’s pre-registration form](https://forms.office.com/pages/responsepage.aspx?id=neB9nDSQwUS0YsRk_s4gSiXtB4DC5XxJhwAGd7Un1f5UNFU2WDE3UEVENTFIMkgyWFkzV0lGM1NPVCQlQCN0PWcu) to begin the registration process.  ADRC facilitates the interactive process that establishes reasonable accommodations for students at OU.  For more information on ADRC registration procedures, please review their [Register with the ADRC](https://www.ou.edu/adrc/about/registering-with-the-adrc) web page.  You may also contact them at (405)325-3852 or [adrc@ou.edu](mailto:adrc@ou.edu), or visit [www.ou.edu/adrc](http://www.ou.edu/adrc) for more information.

Note: disabilities may include, but are not limited to, mental health, chronic health, physical, vision, hearing, learning and attention disabilities, pregnancy-related. ADRC can also support students experiencing temporary medical conditions.

### 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/#3.15.2)

### 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 the Accessibility and Disability Resource Center at 405/325-3852 and/or the Institutional Equity Office at 405/325-3546 as soon as possible. Also, see the Institutional Equity Office [FAQ on Pregnant and Parenting Students’ Rights](https://www.ou.edu/content/dam/eoo/documents/faqs/faqs-pregnant-and-parenting-students.pdf) 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](https://www.ou.edu/campussafety/policy-and-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. Goto 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. Waitfor official notice to resume normal activities.

Additional [Weather Safety Information](https://www.ou.edu/campussafety/divisions#management) is available through the Department of Campus Safety.

### The University of Oklahoma Active Threat Guidance (required)

The University of Oklahoma embraces a Run, Hide, Fight strategy for active threats on campus. This strategy is well known, widely accepted, and proven to save lives. To receive emergency campus alerts, be sure to update your contact information and preferences in the account settings section at [one.ou.edu](http://one.ou.edu/).

**RUN**: Running away from the threat is usually the best option. If it is safe to run, run as far away from the threat as possible. Call 911 when you are in a safe location and let them know from which OU campus you’re calling from and location of active threat.

**HIDE:** If running is not practical, the next best option is to hide. Lock and barricade all doors; turn of all lights; turn down your phone’s volume; search for improvised weapons; hide behind solid objects and walls; and hide yourself completely and stay quiet. Remain in place until law enforcement arrives. Be patient and remain hidden.

**FIGHT:** If you are unable to run or hide, the last best option is to fight. Have one or more improvised weapons with you and be prepared to attack. Attack them when they are least expecting it and hit them where it hurts most: the face (specifically eyes, nose, and ears), the throat, the diaphragm (solar plexus), and the groin.

*Please save OUPD’s contact information in your phone.*

**NORMAN** campus:  *For non-emergencies call (405) 325-1717. For emergencies call (405) 325-1911 or dial 911.*

**TULSA** campus:*For non-emergencies call (918) 660-3900. For emergencies call (918) 660-3333 or dial 911.*

### 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)

### Office of Access and Opportunity’s Belonging Statement (optional)

Why You Belong at the University of Oklahoma: The University of Oklahoma fosters an inclusive culture of respect and civility, belonging, and access, which are essential to our collective pursuit of excellence and our determination to change lives. The unique talents, perspectives, and experiences of our community enrich the learning, and working environment at OU, inspiring us to harness our innovation, creativity, and collaboration for the advancement of people everywhere.

### Course Reflection Survey (optional)

You’ll receive a Course Reflection Survey at the end of each semester for each course that you are enrolled in. I strongly encourage you to complete this survey. Your feedback can help me adjust my class for future semesters to help other students be successful. Your feedback is confidential and I will only receive it after final grades are due. Course Reflection Survey results may also factor into teaching evaluations and annual performance reviews and are shared with department and program chairs.

### Copyright 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.

### Pre-Finals Week Policy (optional)

During pre-finals week, all normal class activities will continue; however, no assignment, test, or examination accounting for more than 3% of the course grade may be assigned, unless it is assigned in advance of pre-finals week and worth less than 10%, or scheduled at least 30 days prior if worth more than 10%. No activity or field trip may be scheduled that conflicts with another class. There are some exceptions and nuances, so please review the [Final Exam Policies](https://www.ou.edu/registrar/academic-records/academic-calendars/final-exam-schedule/final-exam-policies) prior to designing your course schedule.

### Tentative Schedule (Subject to Change) (essential)

Research indicates that many students appreciate a schedule to follow week by week.