

Oklahoma State University Institute of Technology
Course Syllabus
Semester and Year

XXXX #### COURSE NAME

Course description as it appears in the current OSUIT catalog.

Type of course (Theory, Theory/Lab or Lab).

Credit Hours: __; Total hours of theory per semester: __; Total hours of lab for the semester: __;

Prerequisites: None, or whatever they are.

Instructor Name: First Last

Instructor Phone: (918) 293-XXXX

Office: Bldg and Room #

Instructor email: xxxxxxx@okstate.edu

Instructor's Office Hours: Posted on my office door (or you may have students write this in)

Division Name:

Division Phone: (918) 293-XXXX

REQUIRED TEXT, REFERENCES, AND MATERIALS

Texts: Title, Author, Publisher, ISBN #

References: Title, Author, Publisher, ISBN #

Materials: Materials needed including notebooks, writing utensils, project supplies, computer disks, tools, etc.

Uniform/Tools: Description of uniform and quantity needed; tools required

Estimated Cost for Materials: \$ Amount based on current bookstore cost

Estimated Cost for Uniform/Tools: \$ Amount based on current bookstore or supplier cost

COURSE COMPETENCIES

ASSESSMENT OF COMPETENCY

*(*Denotes Core Objectives)*

Upon completion of this course, students should be able to

1. Analyze...
2. Plan...
3. Apply...
4. Demonstrate...
5. Prepare...
6. Utilize...

COURSE ACTIVITIES

In this course students will

- Participate in discussions of readings...
- View videos that depict the various concepts...
- Contribute to a course Service Learning project...
- Participate in in-class activities...
- Make group and individual presentations...
- Compile a portfolio of work produced...

GRADES WILL BE BASED ON THE QUALITY AND COMPLETION OF THESE TASKS:

Presentations %
 Projects..... %
 Research Paper.....%*
 Service Project %
 Unit Exams..... %
 Mid Term Exam..... %
 Final Exam %

OSUIT Grading Scale	
A =	90.00 - 100.00
B =	80.00 – 89.99
C =	70.00 - 79.99
D =	60.00 - 69.99
F =	00.00 - 59.99

*The student’s grade for the _____ will be used in the university’s assessment of student learning. A 70% competency or higher receives a Pass rating. This Pass/Fail rating is independent of the student’s course grade.

AMERICANS WITH DISABILITIES ACT (ADA)

According to the ADA, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need classroom accommodations, contact the Access Services Office located in the College Readiness Center. Please advise the instructor of your disability as soon as possible, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability from the Access Services Office but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. Call 293.4622 for more information.

ACADEMIC DISHONESTY

Academic dishonesty or misconduct is neither condoned nor tolerated at OSUIT. Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action. Academic dishonesty and/or misconduct includes, but is not limited to, the following actions: (1) Plagiarism: the representation of previously written, published, or creative work as one’s own; (2) Unauthorized collaboration on projects; (3) Cheating on examinations; (4) Unauthorized advance access to exams; (5) Fraudulent alteration of academic materials; (6) Knowing cooperation with another person in an academically dishonest undertaking. Students are required to actively protect their work against misuse by others. For details, refer to The

OSUIT Student Handbook (Student Rights and Responsibilities Governing Student Behavior)
available online at http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf.

Oklahoma State University Institute of Technology
Course Number and Name
Semester and Year

I have read and understand this syllabus, and agree to abide by the policies, procedures and guidelines specified therein.

Printed Name

Student ID Number (this is not your SSN)

Oklahoma State University Institute of Technology
Course Number and Name
Semester and Year

Student Assessment Release

I agree that Oklahoma State University Institute of Technology may excerpt some of my work to be utilized for institutional assessment purposes. The purpose of institutional assessment is for verification of student learning and program improvement. I recognize that every effort will be made to keep this information confidential and that my name will not be associated with my work.

Printed Name

Student ID Number (this is not your SSN)

Signature

Date