SYLLABUS TEMPLATE & GUIDE: First-Year Seminar

**WCU Syllabus Template: 2010-2011 Academic Year**

[ Course #/Course Title ]

[ Quote, slogan, thought-provoking picture, etc. ].

[ Semester/Year ]

[ Class location ]

[ Class Meeting time(s) ]

**Instructor:** [ Name ]

**Contact:** [ Office, e-mail, phone ]

**Office Hours*:*** [ Scheduled + by appointment? Virtual Office Hours? ]

**I. Rationale/Purpose**

[ Why does this course exist? How does it fit in with the rest of the field/area’s curriculum? The catalogue description is recommended. *Please note: FYS do not have prerequisites\*\* ]*

**II. Course Aims and Objectives**:

* Aims (Recommended)

 [ Thinking from the prospective students’ point of view, what general outcomes is the course designed to achieve? How will it contribute to them professionally? Optional: Brief statement of teaching philosophy ]

* QEP Learning Outcomes (Recommended)
* Integrate information from a variety of contexts
* Solve complex problems
* Communicate effectively and responsibly
* Practice civic engagement
* Clarify and act on purpose and values

* Specific Learning Objectives: (Required)

By the end of this course, students will:

[ List as specifically as possible the learning outcomes the course is intended to produce. It is helpful here to think about the kinds of evidence you will need to assess the students’ learning as your objectives should drive your assessment and grading schema. ]

* First Year Seminar Goals: (Required- direct or adapted - for all FYS syllabi)

This course is a ***First-Year Seminar***, one of the Core courses in the Liberal Studies program. The primary goal of the ***First-Year Seminar*** is to introduce students to intellectual life at the university level.

In this course you will:

* + learn about the importance of Liberal Studies in a university education;
* consider how reasoning skills and communication skills are the foundations for life-long intellectual and professional growth;
* see that cultural, social, economic and political issues of a global society are not limited to one academic discipline or one profession;
* discuss serious ideas and develop rigorous intellectual habits.]
* Liberal Studies learning goals (Required for all Liberal Studies syllabi)
	+ Demonstrate the ability to locate, analyze, synthesize, and evaluate information;
	+ Demonstrate the ability to interpret and use numerical, written, oral, and visual data;
	+ Demonstrate the ability to read with comprehension, and to write and speak clearly, coherently, and effectively as well as to adapt modes of communication appropriate to an audience;
	+ Demonstrate the ability to critically analyze arguments;
	+ Demonstrate the ability to recognize behaviors and define choices that affect lifelong well-being;
	+ Demonstrate an understanding of
		- Past human experiences and ability to relate them to the present;
		- Different contemporary cultures and their interrelationships;
		- Issues involving social institutions, interpersonal and group dynamics, human development and behavior, and cultural diversity;
		- Scientific concepts and methods as well as contemporary issues in science and technology;
		- Cultural heritage through its expressions of wisdom, literature and art and their roles in the process of self and social understanding.
	+ Demonstrate an excitement for and love of learning

**III. Course Materials**

Course readings:

* Required text(s): [ Where available? Rental or purchase? Price information helpful. ]
* Background/supplementary readings. [ Where and how available? ]

**IV. Faculty Expectations of Students/Course Policies**

Required Elements:

***Statement on Accommodations for students with disabilities:***

Western Carolina University is committed to providing equal educational opportunities for students with documented disabilities. Students who require reasonable accommodations must identify themselves as having a disability and provide current diagnostic documentation to Disability Services. All information is confidential. Please contact Disability Services for more information at (828) 227-2716 or 144 Killian Annex. You can also visit the office’s website: [http://www.wcu.edu/12789.asp](https://email.wcu.edu/owa/redir.aspx?C=267d5b3d51aa42a1aac0fed0780b033b&URL=http%3a%2f%2fwww.wcu.edu%2f12789.asp)

***Statement on Academic Integrity (including plagiarism):***

Students, faculty, staff, and administrators of Western Carolina University (WCU) strive to achieve the highest standards of scholarship and integrity. Any violation of the Academic Integrity Policy is a serious offense because it threatens the quality of scholarship and undermines the integrity of the community. While academic in scope, any violation of this policy is by nature, a violation of the student code of conduct (see Article IV.B.1.a.)

Violations of the Academic Integrity Policy include:

* Cheating - Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
* Fabrication – Creating and/or falsifying information or citation in any academ­ic exercise.
* Plagiarism - Representing the words or ideas of someone else as one’s own in any academic exercise.
* Facilitation - Helping or attempting to help someone to commit a violation of the Academic Integrity Policy in any academic exercise (e.g. allowing another to copy information during an examination)
* (Refer students to the Student Handbook for information about the process)

***Attendance Policy***

Recommended Elements

* [ Statement on late and/or makeup assignments
* Statement of required attendance outside of class time (field trips, etc.)
* Statement of expectations for participation
* Statement encouraging students to participate in on-line course evaluations ]

(CoursEval) with dates: [ Fall 2010- November 21-December 5 – 2 weeks

 *(\* subject to change: A possibility of adding 1 week with Senate approval)* ]

Optional:

* [ Guidelines for classroom behavior (use of cell phones, netiquette, etc.)
* Statement of use of special programs or services (Turnitin, etc.)
* Inclement weather policy
* Statement regarding use of the on-line Learning Management System (LMS) – WebCat/BlackBoard, or other programs ]

**V. Grading Procedures:**

 Required: [ You should indicate your grading scale, relative weight and brief description of all major assignments, and primary methods of assessment. A statement should be included indicting how the grading/assessment meets the course objectives stated above. ]

|  |  |  |
| --- | --- | --- |
| Example chart: | Percentage of Grade Or number of points | Student’s score |
| Mid-Term Examination |  |  |
| Research Project (8-10 pages) |  |  |
| Book Reviews (10% each) |  |  |
| Participation/Daily Quizzes (15 grades, the lowest four will be dropped; no make-ups) |  |  |
| Final Examination |  |  |
|  | 100% |   |

 Letter grades will be assigned according to the following Grading and Quality Point System.

 Grade Interpretation Quality Points

 A Excellent 4.0

 B Good 3.0

 C Satisfactory 2.0

 U Unsatisfactory

 I Incomplete

 W Withdrawal

 The grades of A, B, C, and U indicate gradations in quality from Excellent to Unsatisfactory. There are NO +/- grades, nor D’s or F’s for the first-year seminar.

 ***Grading must adhere to this menu for ALL first-year seminars.***

 ***Composition-Condition Marks***. A student whose written work in any course fails to meet acceptable standards will be assigned a composition-condition (CC) mark by the instructor on the final grade report. All undergraduates who receive two CC grades prior to the semester in which they complete 110 hours at Western Carolina University are so notified by the registrar and are required to pass English 300 or English 401 before they will be eligible for graduation. This course must be taken within two semesters of receiving the second CC and must be passed with a grade of C (2.0) or better.

 ***Students must be familiar with the class attendance, withdrawal, and drop-add policies and procedures.***

**VI. Tentative Course Schedule**

[ May change to accommodate guest presenters & student needs. Include as much detail as appropriate for course objectives and student outcomes. ]

[Coulter Faculty Commons: *Special thanks to Cornell University’s Faculty Services Center for providing parts of this template. See* [*http://www.clt.cornell.edu/campus/teach/faculty/TeachingMaterials.html*](http://www.clt.cornell.edu/campus/teach/faculty/TeachingMaterials.html) *for more information*]

Special thanks to the Coulter Faculty Commons for providing the structure of this template, as adapted from the CFC website. We have edited those aspects that pertain specifically to teaching a First-year Seminar. You may see more about CFC resources here and in the links that follow on the next page. <http://www.wcu.edu/7536.asp>

**Additional Syllabus Resources**

You may also find these resource links helpful as you prepare your syllabus - available on the Coulter Faculty Commons Website. For further help with syllabi and/or course design, you are welcome to schedule a consultation with one of the instructional developers in the CFC.

Syllabus Resources: <http://www.wcu.edu/7536.asp>

[Syllabus Calendar, Fall 2010](http://www.wcu.edu/WebFiles/WordDocs/facultycenter_syllabuscalendar-spring_2010.doc) (Word doc)

The Calendar provides dates for all class meetings during the Fall 2010 semester which can make writing your class calendar much easier.

[Internet Syllabus Resources](http://www.wcu.edu/WebFiles/WordDocs/facultycenter_InternetResourcesforSyllabusWorkSessions_001.doc) (Word doc)

[Classroom Attendance Policy](http://www.wcu.edu/WebFiles/PDFs/Class_Attendance_Policy_IV_Revised_8-20-08.pdf) (PDF)

* The University Sponsored Absence Form is found on the Office of Provost’s webpage

<http://www.wcu.edu/provost/resources/forms.html>

[WCU Handbook Academic Honesty Policy](http://www.wcu.edu/WebFiles/WordDocs/facultycenter_WCUStudentHandbookAcademicHonesty.doc) (Word doc)

[Bloom's Taxonomy](http://www.odu.edu/educ/roverbau/bloom/blooms_taxonomy.htm) - helpful for creating objectives

[WCU'S 7 Dimensions of Teaching](http://www.wcu.edu/facultycenter_TheSevenDimensionsofTeaching.ppt) (PowerPoint presentation)

[Bloom's Verbs Matrix](http://www.wcu.edu/WebFiles/WordDocs/wcucfc_bloomsverbsmatrix_082409.doc) (Word doc)