

COURSE SYLLABUS GUIDE

Semester: EXAMPLE Fall 2013

Course Prefix, Number & Name: as it appears in the college catalog

Credit Hours: Number of credit hours for the course (*break down hands on or performance etc. hours if any*)

Mode of Delivery: EXAMPLE Traditional, Hybrid, On--line, ITV

Instructor Name and Contact Information: (Include the following)

- Office location
- Office phone number
- Campus email address
- Link to faculty web page optional
- Link to scheduled office hours or include office hours in syllabi materials

Course Description: Include the course description as it appears in the NEO course catalog.

Required Course Materials: Include textbook title, author, publisher, edition/year and ISBN# as well as any other required materials for this course.

Course Objectives:

Upon successful completion of this course, student should be able to:

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Course Measurements: Include all graded assignments for the course. These assignments are at the instructor's discretion. Examples include but are not limited to:

- Tests/Exams
- Quizzes
- Writing assignments
- Graded Homework
- Course projects

Grading Scale: Indicate the ways that a student's grade is awarded.

Course Schedule: Provide a detailed topical outline listing the specific content to be covered in at least a weekly chronology, including the major exam(s) info listed in that outline. Detail instructions for major performance or projects, such as length of paper, spacing etc.

Final: Date and Time

Classroom Policies: Recommended EXAMPLES: Attendance Policy, Cell Phone Use Policy

NEO Policies: Include ADA Policy and Tobacco--free Policy as stated below.

Americans with Disabilities Act Policy Statement

The Americans with Disability Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the ADA Coordinator at 918--540--6969, email address: Carla.murphy@neo.edu. Her office is located in Shipley Hall

Tobacco--Free Policy Statement

In compliance with Governor Fallin's Executive Order 2013--43, the use of tobacco products of any nature and the use of e-cigarettes and other vapor products are banned on all state property. This order includes any property owned and/or operated by Northeastern Oklahoma A&M College. Further information about the tobacco--free policy can be viewed on the NEO website at www.neo.edu/StudentLife/TobaccoPolicy/. If you have additional questions, please contact the Vice President for Student Affairs and Enrollment Management at 918-540-6212.

Withdraw Policy:

It is the student's responsibility to withdraw from a class. If you do not withdraw from the class in accordance with NEO policy, you will receive the grade earned in class. The withdrawal dates are posted on the Academic Calendar, <http://www.neo.edu/academics/academic-calendar/>.

****Each Department determines course informa4on. You may organize informa4on in whatever order you prefer as long as all components are covered. There is a Syllabus Template in Frequently Used Forms on the NEO Website you may use or you may prepare your own syllabus.***

Submit an electronic copy of each syllabus to your Department Chair for review. A final copy of each Syllabus will be kept in the Academic Affairs electronic file, in accordance with accredita4on standards.