

ABC 100: Class Name
GENERAL EDUCATION SYLLABUS

Semester Year | Days Time
Location

Instructor:
Office Location:
Office Hours:
Email:
Campus Phone:
Text Book:
Catalog Course Description:

General Education objectives: [Select (1), (2), and/or (3)]

(1) This course fulfills the following **Abilities Requirements** as approved by the General Faculty: [Select no more than three: Reading (R), Writing (W), Quantitative Literacy (Q), Oral Communication. For each ability, please insert the appropriate General Education Learning Outcomes and how (what exam or assignments) you will be assessing them.]

(2) This course fulfills the following **Breadth of Academic Experience** area for the General Education Requirements: [Select no more than one disciplinary category: Fine Arts (F), Humanities (H), Natural Sciences (N), Social Sciences (S). Please insert the appropriate General Education Learning Outcome(s) for your breadth area and how (what exam or assignments) you will be assessing it/them.]

((3) This course fulfills the **Personal Health and Wellness** (P) or **Global/Cultural Perspectives** (G) requirement. [Please insert the appropriate General Education Learning Outcome(s) and how (what exam or assignments) you will be assessing it/them.]

Course Objectives:

List your own additional course objectives (Upon successful completion of this course, you should be able to)...
Indicate how (what assignment or exam) you will assess each of your learning outcomes.

Attendance Policy: [Provide individual statement. We do not currently have an institutional attendance policy, but do have an Explained Absence Policy.]

Academic Honesty Policy: Heidelberg University values honesty and integrity as fundamental to learning and personal success. All members of the University should respect the integrity of another's work and recognize the importance of acknowledging and safeguarding intellectual property.

Submitting the work of another person or resource as your own, allowing another person to submit your work as his or her own, or assisting another person to do either are all behaviors considered violations of the Academic Honesty Policy. Further examples include:

1. Plagiarizing. Plagiarism is quoting from a source or using ideas paraphrased from a source without proper documentation according to the standard set by your instructor. The source material can be in oral, written, digital, or online format, including another student's work—for example a test, lab report, or paper. Duplicating your own work from a previous assignment or another course is also considered plagiarism.

2. Giving or receiving unauthorized assistance during homework, quizzes, tests, or examinations.
3. Using unauthorized materials, including personal technology, during any quizzes, tests, or examinations.
4. Acquiring copies of an exam dishonestly.
5. Using other dishonest methods to complete course work.

Disability

It is the responsibility of the student with a disability to inform Heidelberg University and request an accommodation. The process of requesting an accommodation includes engaging in an interview with the Disability Services Coordinator as well as submitting documentation verifying the student's disability. The Disability Coordinator may request additional information about the disability, in which case the student will be asked to sign a release of information. Please contact the Owen Center 419.448.2301 or Campus Center 315.

Subject to Change Statement: [Sample statement: "Please note that topics, assignments, and due dates are subject to change. Any adjustments to this syllabus will be announced in class, via e-mail, or via Canvas. Please make it a daily habit to check your BergMail account and the course Canvas site for any updates."]

Grading Policies (including scale and how grade will be determined):

Exam time: (as detailed on Final Examination Schedule—Please note that the exam schedule is not the same as last semester!) <https://inside.heidelberg.edu/academics/exam-schedule>

Semester Schedule of Topics & Assignments: (please list content, not just chapter numbers or pages)

Options:

- Cell phone policy (faculty may not require students to turn off cell phones due to the Send Word Now early warning system, but they may ask them to put them on vibrate and/or avoid using them)
- Classroom environment statement, safety issues (labs)
- Consequences of late assignments or missed exams
- Canvas policy & use
- Tutoring needs and other pertinent information specific to the course
- Writing Center— Due to the writing components of this course, I encourage all students to take advantage of the many services offered by the Writing Center. Writing Center Consultants are trained to offer individual writing assistance for all Heidelberg University students. You can visit at any stage of the writing process, from brainstorming to perfecting a final draft.