**Syllabus Template For General Education Course**

**Category C, Communication – minimum Required Information**

This template reflects NDSU Policy 331.1 Course Syllabus ([ndsu.edu/fileadmin/policy/331\_1.pdf](http://www.ndsu.edu/fileadmin/policy/331_1.pdf)) and the requirements of the General Education program ([bulletin.ndsu.edu/academic-policies/undergraduate-policies/general-education/](https://bulletin.ndsu.edu/academic-policies/undergraduate-policies/general-education/)). Please check your College policy for any additional elements required by your College.

**Basic Information**

**Course prefix, catalog number, and title:** (Note that for Gen Ed category C there are only four options:

* ENGL 110 College Composition I
* ENGL 120 College Composition II
* COMM 110 Fundamentals of Public Speaking
* Upper Division Writing – Must be three credits, a catalog number in the 300-400 level, and must meet the Category C learning outcomes)

**Number of credits**: (see Academic Credit in the Bulletin at <https://bulletin.ndsu.edu/academic-policies/academic-credit/>)

**Term and year**:

**Instructor's name**:

**Office location**:

**Office hours**:

**Phone Number:**

**Email Address:**

**Bulletin Description**

Description on syllabus must be consistent with the description listed in the current NDSU Bulletin ([bulletin.ndsu.edu/course-catalog](http://bulletin.ndsu.edu/course-catalog/)). Additional information may be included after the bulletin description.

**General Education Approved Course for the Communication (C) Category**

This course has been approved by the NDSU Faculty Senate to meet the requirements for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (indicate if composition I or II, public speaking, or upper division writing as listed above)

**The General Education Communication Learning Outcome**

Students will use a variety of modes, particularly written, oral, artistic, and visual to

1. effectively communicate analysis, knowledge, understanding, expression and/or conclusions
2. skillfully use high-quality, credible, relevant sources
3. demonstrate appropriate conventions in a variety of communication situations
4. demonstrate the ability to communicate effectively with diverse audiences in a variety of contexts

**Course Objectives**

List other, non-General Education objectives, goals, aims, and/or outcomes for the course.

**Required Student Resources**

List books, lab manuals, technology, supplies, calculators, and any other materials required or recommended for the student to complete the course requirements.

**Course Schedule/Outline/Calendar of Events**

Provide students with a tentative projected outline of significant events that occur throughout the semester, including assignments, projects, examinations, field trips, guest speakers, etc. *For example:*

|  |  |  |
| --- | --- | --- |
| **Week** | **Topic** | **Reading /Assignment** |
| 1 | Introductions; Role of Cultural Competence | Chapter 1 |
| 2 | Cultural Self-Assessment | Chapter 2; Articles 1-4 |
| 3 | Cultural Identity | Chapter 3; “White Like Me” due |
| 4 | **EXAM #1** |  |
| etc. | Working with Interpreters | Article 4-6; Reflection Paper due |

Note the NDSU Dead Week policy, which limits the amount and type of exams/quizzes that may be given during the last two weeks of the semester and identifies exceptions. See NDSU Policy 336: Examinations and Grading ([www.ndsu.edu/fileadmin/policy/336.pdf](http://www.ndsu.edu/fileadmin/policy/336.pdf)).

**Evaluation Procedures and Grading Criteria**

Indicate how students are evaluated, including tests, quizzes, papers, assignments, weight of the assignments, etc. Clearly identify how the course grades are determined. **Clearly indicate how the General Education outcomes will be assessed/evaluated to verify that students will meet these.**

**Evaluation procedures and criteria** includes the grading scale used for the course. If points are earned, be sure the total number of points is correct and all points are accounted for in the grading scale. If using percentages indicate **percentage of what**. *See examples below:*

Ex. Assignment “A” 50 points Ex. A = > 360 points

Assignment “B” 50 points B = 320 to < 360 points

Mid-Term Exam 100 points C = 280 to < 320 points

Final Exam 100 points D = 240 to < 280 points

Total Points 400 points F = < 240 points

Ex. Assignment “A” 20% of final grade Ex. A = > 90%

Assignment “B” 20% of final grade B = 80 to < 90%

Mid-Term Exam 20% of final grade C = 70 to < 80%

Final Exam 40% of final grade D = 60 to < 70%

100% F = < 60%

**Attendance Statement**

“According to [NDSU Policy 333 (www.ndsu.edu/fileadmin/policy/333.pdf)](http://www.ndsu.edu/fileadmin/policy/333.pdf), attendance in classes is expected.” The course instructor must clearly inform students on the first day of class and in writing in the syllabus of their (1) policy regarding class absence and (2) policy, if any, for making up missed assignments. If class attendance is a component of the course grade, the course instructor must clearly communicate this to the class in writing in the syllabus. See NDSU Policy 333 for faculty and student responsibilities related to attendance, including for university-sponsored activities.

Faculty are encouraged to provide the following statement on syllabi: “Veterans and student service members with special circumstances or who are activated are encouraged to notify the instructor as soon as possible and are encouraged to provide Activation Orders.”

**Americans with Disabilities Act for Students with Special Needs Statement**

The following statement must appear on all syllabi: “Any students with disabilities or other special needs, who need special accommodations in this course, are invited to share these concerns or requests with the instructor and contact the [Disability Services Office (www.ndsu.edu/disabilityservices)](http://www.ndsu.edu/disabilityservices/) as soon as possible.”

**Approved Academic Honesty Statement**

The following statement must appear on all syllabi: “The academic community is operated on the basis of honesty, integrity, and fair play. [NDSU Policy 335: Code of Academic Responsibility and Conduct](http://www.ndsu.edu/fileadmin/policy/335.pdf) applies to cases in which cheating, plagiarism, or other academic misconduct have occurred in an instructional context. Students found guilty of academic misconduct are subject to penalties, up to and possibly including suspension and/or expulsion. Student academic misconduct records are maintained by the [Office of Registration and Records](http://www.ndsu.edu/registrar/). Informational resources about academic honesty for students and instructional staff members can be found at [www.ndsu.edu/academichonesty](http://www.ndsu.edu/academichonesty).”

In addition to the above, a statement of a college honor code, if applicable, should be included.

**Syllabi on Web Pages**

Syllabi presented on web pages shall contain the date of last update.