**Course Number**

[for new courses, prefix and level only]

**Course Title**

[must match the course title on the Course Information form]

**Delivery Method**

[for any non-traditional delivery]

**Instructor:** [leave blank]

**Office:** [leave blank]

**Office Hours:** [leave blank]

**Email:** [leave blank]

**Phone:** [leave blank]

**PREREQUISITES/CO-REQUISITES**

[This section is not required if there are no pre/co-requisites or miscellaneous requirements for the course. If there are any prerequisites or co-requisites for the course, they must be listed here.]

* For existing courses, consult the FSU undergraduate or graduate bulletin for official prerequisites and co-requisites.
* For new courses, consult the chair and/or curriculum chair of your department before submitting your curricular request.]

**COURSE DESCRIPTION**

[Describe the course, its content, primary concepts, and principles of the discipline, types of knowledge, skills, and abilities the course will emphasize, etc. The description should include how the course will address the State-Mandated Writing competency (as well as any other Liberal Studies competencies that will be included in the course). See [Liberal Studies | Faculty Resources (fsu.edu)](http://liberalstudies.fsu.edu/faculty/index.html) for more information on each Liberal Studies designation.]

**COURSE OBJECTIVES**

* Course-specific objectives reflecting the course content and general goals should be included here.
* Course objectives should be observable behaviors that students will demonstrate in course assessments. Describe what students will do once they can understand course concepts.
* Liberal Studies competency-specific learning objectives may be pasted verbatim or (preferably) adapted specifically to the course content. Be sure to include the learning objectives for each Liberal Studies competency being requested.
* Avoid “understand,” “contemplate,” “know,” or “articulate” which are discouraged by the University Curriculum Committee.
* Learning objectives should reflect various levels of Bloom’s Taxonomy.
* Avoid including tasks or assignments in the learning objectives.
* For University Curriculum Committee guidelines on course objectives, click [here](https://facsenate.fsu.edu/sites/g/files/imported/storage/original/application/e32a543ec79832ecda898b5b6eddd8dc.pdf).

**LIBERAL STUDIES STATEMENT**

**The following language is required to be in the course syllabus:**

This course has been approved to meet FSU’s Liberal Studies “W” (State-Mandated Writing) requirement and helps you become a clear, creative, and convincing communicator.

By the end of this course, students will:

1. Compose for a specific purpose, occasion, and audience.
2. Convey ideas in clear, coherent prose that utilizes the conventions of a standard language.

Writing is an important part of this course. You will compose text as a process, including drafts, revision, and editing. The writing produced by this process will conform to FSU’s definition of “college-level writing”, which is writing that:

1. presents a clearly defined central idea or thesis;
2. provides adequate support for that idea;
3. is organized clearly and logically;
4. is presented in a format appropriate to the purpose, occasion, and audience;
5. utilizes standard conventions appropriate for study in English.

This course requires the completion of two or more substantial writing assignments or the equivalent. Instructors will provide criteria for evaluating your performance on writing, feedback on your writing (including instructor and/or teaching assistant response), and opportunities for revision.

To demonstrate college-level writing competency as required by the State of Florida, the student must earn a “C–” or higher in the course, and earn at least a “C–” average on the required writing assignments. If the student does not earn a “C–” average or better on the required writing assignments, the student will not earn an overall grade of “C–” or better in the course, no matter how well the student performs in the remaining portion of the course.

**REQUIRED COURSE MATERIALS**

* List any required course materials here.
* Books, journal articles, videos, etc. may all be listed here.
* This list will help reviewers understand the content covered in the course and how it aligns with the learning objectives and requested Liberal Studies designations.

**REQUIRED DOCUMENTATION**

Additionally, to satisfy the State-Mandated Writing (“W”) requirements, faculty should document the following either in the course syllabus or by attaching an appendix to the syllabus:

* A narrative that illustrates how the course will meet the writing course instructional design requirements.
* Two or more substantial\* writing assignments (or equivalent) with descriptions of each assignment.
* Full instructions for at least one sample writing assignment, clearly outlining:
	+ How and when students will receive instructor and/or teaching assistant feedback on their writing.
	+ How and when students will have the opportunity to revise their assignment(s) before final submission.
* A grading rubric or set of detailed criteria for assessing student performance on writing.

\*“Substantial” should be interpreted as “intellectually substantial as appropriate for the level of the course.” The previous UPC expectation of “[together] totaling approximately 3000 words” may be used as a point of reference.

**EVALUATION CRITERIA**

[State the evaluation criteria for the course here. Assignments/activities/student responsibilities are outlined with brief but clear descriptions of each type of assignment and the student’s responsibility.]

[The weight of each assignment should be clearly indicated, either in the form of points or percentages. See below for two examples.]

Examples:

Essay 1 Rough Draft 1: 25%

Essay 1 Final Draft: 25%

Discussion: 10%

Essay 2 Rough Draft: 20%

Essay 2 Final Draft: 20%

TOTAL: 100%

Essay 1 Rough Draft: 250 pts

Essay 1 Final Draft: 250 pts

Discussion: 100 pts

Essay 2 Rough Draft: 200 pts

Essay 2 Final Draft: 200 pts

TOTAL: 1000 pts

**GRADING SCALE**

[This section indicates how final letter grades are calculated for the course. Florida State University does not have a universal grading scale, although some departments have their own grading scales. Below is a commonly used scale. If the course will not use a +/- grading scale, this should be explicitly stated in the interest of transparency.]

Example:

93-100 = A

90-92 = A-

87-89 = B+

83-86 = B

80-82 = B-

77-79 = C+

73-76 = C

70-72 = C-

67-69 = D+

63-66 = D

60-62 = D-

0-59 = F

**COURSE OUTLINE**

[Include a general topical outline or generic week-by-week schedule for the course. Avoid using semester-specific dates per University Curriculum Committee guidelines. Below is an example of a generic week-by-week course schedule.]

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Topic** | **Reading** | **Due Dates** |
| Week One | Topic A | Reading A |  |
| Week Two | Topic B | Reading B |  |
| Week Three | Topic C | Reading C |  |
| Week Four | Topic D | Reading D | Essay 1 Rough Draft |
| Week Five | Topic E | Reading E |  |
| Week Six | Topic F | Reading F |  |
| Week Seven | Topic G | Reading G |  |
| Week Eight | Topic H | Reading H | Essay 1 Final Draft |
| Week Nine | Topic I | Reading I |  |
| Week Ten | Topic J | Reading J |  |
| Week Eleven | Topic K | Reading K |  |
| Week Twelve | Topic L | Reading L | Essay 2 Rough Draft |
| Week Thirteen | Topic M | Reading M |  |
| Week Fourteen | Topic N | Reading N |  |
| Week Fifteen | Topic O | Reading O | Essay 2 Final Draft |

**UNIVERSITY ATTENDANCE POLICY**

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

**ACADEMIC HONOR POLICY**

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "...be honest and truthful and...[to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/Academics/Academic-Honor-Policy>)

**AMERICANS WITH DISABILITIES ACT**

Florida State University (FSU) values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive, and welcoming. FSU is committed to providing reasonable accommodation for all persons with disabilities in a manner that is consistent with the academic standards of the course while empowering the student to meet the integral requirements of the course. Students with disabilities needing academic accommodation should: (1) register with and provide documentation to the Office of Accessibility Services; and (2) request a letter from the Office of Accessibility Services to be sent to the instructor indicating the need for accommodation and what type; and (3) meet (in person, via phone, email, skype, zoom, etc...) with each instructor to whom a letter of accommodation was sent to review approved accommodations. Please note that instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Office of Accessibility Services has been provided. This syllabus and other class materials are available in an alternative format upon request. For the latest version of this statement and more information about services available to FSU students with disabilities, contact the:

Office of Accessibility Services

874 Traditions Way

108 Student Services Building

Florida State University

Tallahassee, FL 32306-4167

(850) 644-9566 (voice)

(850) 644-8504 (TDD)

oas@fsu.edu

<https://dsst.fsu.edu/oas>

**ACADEMIC SUCCESS**

Your academic success is a top priority for Florida State University. University resources to help you succeed include tutoring centers, computer labs, counseling and health services, and services for designated groups, such as veterans and students with disabilities. The following information is not exhaustive, so please check with your advisor or the Dean of Students office to learn more.

**CONFIDENTIAL CAMPUS RESOURCES**

Various centers and programs are available to assist students with navigating stressors that might impact academic success. These include the following:

Victim Advocate Program

University Center A, Rm. 4100

(850) 644-7161

Available 24/7/365

Office Hours: M-F 8-5

<https://dsst.fsu.edu/vap>

**Counseling and Psychological Services (CAPS)**

Florida State University’s Counseling and Psychological Services (CAPS) primary mission is to address psychological needs and personal concerns, which may interfere with students’ academic progress, social development, and emotional well-being. The following in-person and virtual (tele-mental health) services are available to all enrolled students residing in the state of Florida:

1. Individual therapy

2. Group therapy

3. Crisis Intervention

4. Psychoeducational and outreach programming

5. After hours crisis-hotline

6. Access to community providers for specialized treatment

Call 850-644-TALK (8255) for more information on how to initiate services.

Counseling and Psychological Services

250 Askew Student Life Center

942 Learning Way

(850) 644-TALK (8255)

Walk-in and Appointment Hours:

M-F 8 am – 4 pm

<https://counseling.fsu.edu/>

Services at UHS are available to all enrolled students residing in Florida:

The mission of University Health Services (UHS) is to promote and improve the overall health and well-being of FSU students. UHS provides a coordinated continuum of care through prevention, intervention, and treatment. Services include general medical care, priority care, gynecological services, physicals, allergy injection clinic, immunizations, diagnostic imaging, physical therapy, and a medical response unit. The Center for Health Advocacy and Wellness (CHAW) assists students in their academic success through individual, group, and population-based health and wellness initiatives. Topics include wellness, alcohol and other drugs, hazing prevention, nutrition and body image, sexual health, and power based personal violence prevention. For more information, go to uhs.fsu.edu.

University Health Services

Health and Wellness Center

960 Learning Way

Tallahassee, FL 32306

Hours: M-F, 8 am – 4 pm

(850) 644-6230

<https://uhs.fsu.edu/>

**OBJECTIVE-ASSESSMENT TABLE**

[This appendix to the syllabusshould link each Liberal Studies learning objective to a course assessment. Identify specific course assessments (assignments, tests, quizzes, etc.) and associated evaluation/grading criteria that provide evidence of students having achieved the student learning objectives associated with each applicable Liberal Studies area.]

[*The table below includes all the objectives for the State-Mandated Writing (W) area. If your curricular request carries any other Liberal Studies areas, be sure to also include the objectives for those areas in this table*.]

|  |  |  |
| --- | --- | --- |
| **Learning Objective** | **Assessment** | **Evaluation Criteria** |
| Compose for a specific purpose, occasion, and audience. | Assessment 1 | Evaluation Criteria 1[Grading rubric or set of criteria] |
| Convey ideas in clear, coherent prose that utilizes the conventions of a standard language. | Assessment 2 | Evaluation Criteria 2[Grading rubric or set of criteria] |

Note Regarding Submission: In the above table, an appendix or in the Evaluation Criteria section, please address how revisions submit in response to instructor and/or teaching assistant feedback (instructor or other) will impact students’ grades.

**OPTIONAL ITEMS**

**[The information below can be included in the syllabus but is not required for approval.]**

**FREE TUTORING FROM FSU**

On-campus tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence (ACE) Tutoring Services' comprehensive list of on-campus tutoring options - see <http://ace.fsu.edu/tutoring> or contact tutor@fsu.edu. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

**SYLLABUS CHANGE POLICY**

"Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice."

**OTHER APPENDIX ITEMS**

[An appendix is generally recommended for any Liberal Studies course, regardless of designation(s). Including an appendix provides valuable information about the course’s design that helps reviewers assess the course’s substantive fit for the requested Liberal Studies designation(s). Examples of appendix items include additional rubrics and sample assignments.]

[If desired, appendices may be removed before distributing the syllabus to students. This includes the objective-assessment table.]