**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 Formative Experiences 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 Formative Experience requirement and advances your ability to develop and use knowledge by engaging in a hands-on experience outside of the classroom.

In order to fulfill this requirement, the student must earn a “C–” or higher or an “S” in the course if taken on an “S/U” basis.

**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**

To satisfy the Formative Experience designation:

The syllabus should evidence that students are participating in a learning experience outside of the classroom. The student’s performance must be evaluated by qualified faculty or staff.

Students must complete an oral or written reflection on the experience that is the focus of the course such as:

1. The relevance of the experience to past course work or disciplinary training or to life and career goals.
2. Lessons learned (i.e., how the student might approach similar projects or settings differently in the future).
3. A journal.
4. A mock graduate school or job application or interview in which the student articulates the value of the experience.
5. Any other reflection appropriate to the discipline and/or experience.

Formative Experience courses may be offered as zero-credit hour or more.

**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:

Quizzes: 10%

Participation: 20%

Reflection Essay: 70%

TOTAL: 100%

Quizzes: 100 pts

Participation: 200 pts

Reflection Essay 700 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 |  |
| Week Five | Topic E | Reading E |  |
| Week Six | Topic F | Reading F |  |
| Week Seven | Topic G | Reading G |  |
| Week Eight | Topic H | Reading H |  |
| Week Nine | Topic I | Reading I |  |
| Week Ten | Topic J | Reading J |  |
| Week Eleven | Topic K | Reading K |  |
| Week Twelve | Topic L | Reading L |  |
| Week Thirteen | Topic M | Reading M |  |
| Week Fourteen | Topic N | Reading N |  |
| Week Fifteen | Topic O | Reading O | Reflection Essay |

**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](about:blank))

**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.

**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>

**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/>

**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](mailto: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."

**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 rubrics and sample assignments.]

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