Elements of a Syllabus in the College of Earth and Mineral Sciences (All elements required unless otherwise noted) – Resident Courses

# Required Elements

**Course Number and Title**

**Semester**

**Instructor name and contact information and office hours**

**Teaching Assistant name and contact information and office hours** (recommended if applicable and known)

**Support services available** (recommended if applicable) (e.g., tutoring)

**Class meeting times and locations** (recommended)

**Course designation in curriculum** (recommended) e.g., required in major or option, elective)

**Brief course description from University Bulletin** (recommended)

**Prerequisites and Concurrent Courses** (required if applicable)

**Sample policy statement to include here as well, if there are prerequisites:**

Students who do not meet these prerequisites after being informed in writing by the instructor [may be dis-enrolled during the first 10-day free add-drop period according to Administrative Policy C-5.](http://www.psu.edu/oue/aappm/C-5-lack-prerequisites-concurrent-courses-course-duplication.html) If you have not completed the listed prerequisites, then promptly consult with the instructor if you have not done so already. Students who re-enroll after being dis-enrolled according to this policy are [in violation of Item 15 on the Student Code of Conduct: http://studentaffairs.psu.edu/conduct/codeofconduct/](http://studentaffairs.psu.edu/conduct/codeofconduct/).

***Note****: Every effort should be made to dis-enroll students prior to the start of the semester, because if a student is dis-enrolled after the semester begins, then the course will be counted as an uncompleted one and this uncompleted course could negatively affect the student’s financial aid.*

**Required textbooks** (required if applicable. Please include statement below if textbooks are required for your course.)

**Assistance with Textbooks**

Penn State honors and values the socioeconomic diversity of our students. If you require assistance with the costs of textbooks for this course, contact the Office of Student and Family Services (120 Boucke Building, 863-4926, <http://studentaffairs.psu.edu/familyservices/>). For additional need related to socioeconomic status please visit <http://sites.psu.edu/projectcahir>.

**Recommended textbooks** (required if applicable)

**Reserve materials and location** (required if applicable)

**Internet materials and links** (required if applicable)

**Course Expectations** (e.g., list the course objectives and outcomes developed for the Penn State-required program assessment or for ABET accreditation)

**Course Content** (e.g., list of topics covered, pages for or sources of required and suggested reading)

# Course Policies (Required)

**Assessment Policy including:**

* Required written/oral assignments
* Summary of required problem sets, papers, oral presentations, etc.
* The weight given to each assignment
* Due date for each assignment

**Examination Policy**

* Summary of quizzes and exams
* The weight given to each quiz or exam
* Due dates for each quiz or exam
* Make-up exam policy
* Grading Policy
* Grading Scale
* Curving Policy if applicable
* Late Penalties if applicable

**Academic Integrity**

Sample statement given below; please edit to fit your class.

Students in this class are expected to write up their problem sets individually, to work the exams on their own, and to write their papers in their own words using proper citations. Class members may work on the problem sets in groups, but then each student must write up the answers separately. Students are not to copy problem or exam answers from another person's paper and present them as their own; students may not plagiarize text from papers or websites written by others. Students who present other people's work as their own will receive at least a 0 on the assignment and may well receive an F or XF in the course. Please see: Earth and Mineral Sciences Academic Integrity Policy: <http://www.ems.psu.edu/current_undergrad_students/academics/integrity_policy>, which this course adopts.

**Course Copyright**

All course materials students receive or to which students have online access are protected by copyright laws. Students may use course materials and make copies for their own use as needed, but unauthorized distribution and/or uploading of materials without the instructor’s express permission is strictly prohibited. University Policy AD 40, the University Policy Recording of Classroom Activities and Note Taking Services addresses this issue. Students who engage in the unauthorized distribution of copyrighted materials may be held in violation of the University’s Code of Conduct, and/or liable under Federal and State laws.

**Accommodations for Students with Disabilities**

Penn State welcomes students with disabilities into the University's educational programs. Every Penn State campus has an office for students with disabilities. The Office for Disability Services (ODS) website provides contact information for every Penn State campus: (<http://equity.psu.edu/ods/dcl>). For further information, please visit the Office for Disability Services website (<http://equity.psu.edu/ods>).

In order to receive consideration for reasonable accommodations, you must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation based on the documentation guidelines (<http://equity.psu.edu/ods/guidelines>). If the documentation supports your request for reasonable accommodations, your campus’s disability services office will provide you with an accommodation letter. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. You must follow this process for every semester that you request accommodations.

**Attendance**

This course abides by the Penn State Class Attendance Policy 42-27: <http://senate.psu.edu/policies/42-00.html#42-27>, Attendance Policy E-11: <http://www.psu.edu/oue/aappm/E-11-class-attendance.html>, and Conflict Exam Policy 44-35: <http://senate.psu.edu/policies-and-rules-for-undergraduate-students/44-00-examinations/#44-35>. Please also see Illness Verification Policy: <http://studentaffairs.psu.edu/health/welcome/illnessVerification/>, and Religious Observance Policy: <http://www.psu.edu/oue/aappm/R-4-religious-observances.html>. Students who miss class for legitimate reasons will be given a reasonable opportunity to make up missed work, including exams and quizzes.  Students are not required to secure the signature of medical personnel in the case of illness or injury and should use their best judgment on whether they are well enough to attend class or not; the University Health Center will not provide medical verification for minor illnesses or injuries. Other legitimate reasons for missing class include religious observance, family emergencies, and regularly scheduled university-approved curricular or extracurricular activities.  Students who encounter serious family, health, or personal situations that result in extended absences should contact the Office of Student and Family Services for help: <http://studentaffairs.psu.edu/familyservices/>.  Whenever possible, students participating in University-approved activities should submit to the instructor a Class Absence Form available from the Registrar's Office: <http://www.registrar.psu.edu/student_forms/>, at least one week prior to the activity.

**Weather Delays**

Campus emergencies, including weather delays, are announced on [Penn State News](http://news.psu.edu/) and communicated to cell phones, email, the Penn State Facebook page, and Twitter via PSUAlert ([Sign up at: https://psualert.psu.edu/psualert/](https://psualert.psu.edu/psualert/).

# Recommended Policies

#### **Syllabus and Paper Acknowledgement Forms**In addition, the new recommendation from the college is that all students sign and return the [Syllabus Acknowledgement Form](http://facdev.e-education.psu.edu/sites/default/files/files/Syllabus%20acknowledgement%20form.doc) during the first week of the semester. In addition. the College also recommends the attached [Paper Submission Form](http://facdev.e-education.psu.edu/sites/default/files/files/Paper%20submission%20form.docx) as a way to have students take responsibility for papers/labs/homework done as part of group work.

**Penn State E-mail Accounts**

All official communications from Penn State are sent to students' Penn State e-mail accounts. Be sure to check your Penn State account regularly, or forward your Penn State e-mail to your preferred e-mail account, so you don't miss any important information.

**Deferred Grades**

If you are prevented from completing this course within the prescribed amount of time, it is possible to have the grade deferred with the concurrence of the instructor. To seek a deferred grade, you must submit a written request (by e-mail or U.S. post) to your instructor describing the reason(s) for the request. It is up to your instructor to determine whether or not you will be permitted to receive a deferred grade. If, for any reason, the course work for the deferred grade is not complete by the assigned time, a grade of "F" will be automatically entered on your transcript.

**Military Personnel**

Veterans and currently serving military personnel and/or spouses with unique circumstances (e.g., upcoming deployments, drill/duty requirements, disabilities, VA appointments, etc.) are welcome and encouraged to communicate these, in advance if possible, to the instructor in the case that special arrangements need to be made.

**Technical Requirements**

For this course, we recommend the minimum technical requirements outlined on the Dutton Institute Technical Requirements page (<https://www.e-education.psu.edu/techspecs>), including the requirements listed for same-time, synchronous communications. If you need technical assistance at any point during the course, please contact the ITS Help Desk ([http://itservicedesk.psu.edu](http://itservicedesk.psu.edu/)).

**Netiquette**

The term "Netiquette" refers to the etiquette guidelines for electronic communications, such as e-mail and bulletin board postings. Netiquette covers not only rules to maintain civility in discussions, but also special guidelines unique to the electronic nature of forum messages. Please review some [general Netiquette guidelines](http://facdev.e-education.psu.edu/node/271) that should be followed when communicating in this course.

**Disclaimer Statement**

Please note that the specifics of this Course Syllabus can be changed at any time, and you will be responsible for abiding by any such changes. Changes will be posted to the course discussion forum.