2018-2019 SYLLABUS CHECKLIST

To ensure consistency across the University, all course syllabi must include the following items. Syllabi may also include additional course-specific information and policy.

FACULTY INFORMATION

_____ Faculty Name _____ MGA e-mail Address

_____ Office Location (not required of PT faculty) _____ Office Hours (not required of PT faculty)

_____ MGA Phone Number (PT faculty list departmental number OR their off-campus phone number)

COURSE INFORMATION

_____ Course Title _____ Subject Code _____ Course No. _____ CRN _____ Campus Location & Times

_____ Course Student Learning Outcomes

_____ Course Description (as listed in 2018-2019 Catalog) _____ Course Pre/Co-requisite(s)

_____ Required Texts and/or Technology (if none required, state this) _____ Suggested Texts and/or Technology

_____ Information about Online Proctoring (if applicable; to include the number of proctored exams for the semester, the cost for the semester, and technical requirements for using the service)

_____ Calendar-Based Course Schedule (to include Course Content, Midterm Date, Midterm Exam Date, and Final Exam Date and Time)

_____ Course Requirements (Exams, Assignments, Projects, Activities, etc)

_____ Plagiarism Prevention Tool Notification (include if applicable): A plagiarism prevention service is used in evaluation of written work submitted for this course. As directed by the instructor, students are expected to submit or have their assignments submitted through the service in order to meet requirements for this course. The papers will be retained by the service for the sole purpose of checking for plagiarized content in future student submissions.

_____ Course Grading Policy (Grading Scale, Scoring Rubrics, Late-Work policy, etc)

_____ Course Attendance Policy (to include: (a) penalties for exceeding absence limits and (b) method of measuring attendance for online classes; please review the Attendance Policy in the Catalog and the Faculty Handbook to ensure you are in compliance)

_____ Course Specific Conduct/Behavior Policy, including specific penalties for academic misconduct

_____ Disability Services Contact Information: Students seeking ADA accommodations must contact Middle Georgia State University Office of Disability Services in Macon at (478) 471-2985 or in Cochran at (478) 934-3023

UNIVERSITY POLICY INFORMATION

Please put the following statement and link on all syllabi:

Students are responsible for reading, understanding, and adhering to all Middle Georgia State University student policy, including those linked on the Syllabus Policy page.