

Required syllabus elements for all MATH Syllabi at PSC (revised July 2018)

Required to be stated verbatim	Required, but can be customized by individual instructor
Name of school, course prefix, number, and title	Section number
Course description from catalog	
IAI Code(s) (112, 115, 153, 155, 157, 171/172/173 only)	
Credit/Contact Hours	
Prerequisite(s) including prefix, number, and title	
	The semester and year of the particular course (Fall 2016, etc)
Delivery Mode (face-to-face, hybrid, online, independent study)	State the mode of the given section
Textbook info including author and date of publication; for Hawkes classes (090/095/151) should also specify that a lifetime Hawkes license is required	Supplementary text(s), software, or other materials required by the individual instructor
Date and time of final (<u>must follow published final exam schedule</u>)	
Student Learning Objectives stated in a way that it is clear how they would be assessed. For most courses, these are listed on the Official Course Outline; for Math 085, 090, 095 and 151 these are listed on the Math department website http://prairiestate.edu/academics/academic-programs/mathematics/	Individual faculty cannot delete any stated learning objectives, but are allowed to add a few of their own
Methods of evaluation (must follow grading policy as listed on the Official Course Outline)	Needs to also include a grading scale, and <u>weighting of particular assessments</u>
Daily or weekly schedule of material to be covered	(in IAI courses, time emphasis should not be altered by more than 10% from that on the Official Course Outline)
Topical Outline that may refer to textbook sections, but must also include the details of the topics covered, not just “Chapter 1, Chapter 2, . . .”; this could be covered by appropriate detail in the daily/weekly schedule	Very little should be added/subtracted from the Topical Outline on the Official Course Outline

<p>Academic Honesty Statement: Must include the <u>entire statement below verbatim</u>:</p> <p>Academic Honesty: In a Math class, it is extremely important that the work you present to your instructor is genuinely something that you have produced. Relying heavily on other people and/or technology can create a false sense of achievement that ultimately leads to failure on quizzes and tests when those resources are no longer available. Part of my role as instructor is to communicate to you in what situations use of technology, such as a calculator, website or app, is acceptable, and when it is not. <u>In general, the use of any technology that allows students to simply type in a problem and have the entire problem solved for them is prohibited.</u></p>	<p>Instructors may also add to the statement at left and <u>must specify the consequences for academic dishonesty</u>. Hawkes classes, in particular, should have a very clear policy about the difference between Practice and Certify and what resources are allowable in Certify.</p>
<p>Disability Statement: choose from <u>one</u> of the following, or options that may be emailed out from Disability Services.</p> <ol style="list-style-type: none"> 1. Your success in this class is important to me. If you have a disability (learning, physical, psychological, or other) that may require some accommodations or modifications in procedures, class activities, instructions, or requirements, please contact me early in the semester, so I can refer you to the Disability Services Office (Room 1192) to register and arrange reasonable accommodations. All discussions are confidential. 2. Any student needing to arrange reasonable accommodations for a documented disability (learning, physical, psychological, or other) should contact the Disability Services Office (Room 1192). 3. Any student with a documented disability needing reasonable accommodations is requested to speak with me after class or during my office hours. You also need to register with the 	<p>Your disability statement could be written more personally, as long as it captures the essence of one of the statements listed to the left.</p>

Disability Services Office (Room 1192).
All discussions are confidential.

Religious Accommodation Statement
Include the entire statement verbatim listed below

Religious Observance: Prairie State College is required to excuse students who need to be absent from class, examinations, study, or work requirements because of their religious beliefs, and provide students with a make-up opportunity, unless to do so would unreasonably burden the institution. Students must notify their instructor well in advance of any absence for religious reasons.

If you require special accommodation for observance of a religious holiday, please notify me during the first week of the term.

Gen Ed Outcomes. Must include the entire statement verbatim listed below.

College-wide General Education Learning Outcomes

Prairie State College's general education outcomes encapsulate the core knowledge and skills that we believe equip students to develop personally, as critical thinkers, and as global citizens.

The specific general education learning outcome for this course is:

Problem Solving: Students will locate and identify information, determine what problem exists, develop solutions, evaluate results, and extend results to new situations.

Tutoring information should almost certainly be on your syllabus:

Sample:

Help: Make sure you seek out help as soon as you need it; otherwise you may find yourself falling farther and farther behind. I am available to help you during my office hours, and you should also use the free tutoring at the Student Success Center (room 2629) as a resource. You can schedule a tutor by going to room 2643 or calling Hattie at 708-709-3663 or Lisa at 708-709-3507.

Make sure that your syllabus looks professional! In particular, make sure that you are consistently using the same font and size (unless you are intentionally trying to make something stand out). In Word, Ctrl-A will select the entire text, then you can pick the font and size you want from the drop down at the top.