**STANDARD SYLLABUS FORMAT GUIDELINES**

Every course in the class schedule needs to have a syllabus, including practica, internships, senior

paper, directed studies, directed readings, seminars, etc.

**Please use this format:**

1. Margins: Sides--1.0; Top--.7 to 1.0; Bottom--.7 to 1.0 (Please pay attention to these margins and try to avoid large, blank sections at the bottom of a page.)
2. Footers are set at .25 to .50 from bottom of page.
3. Font: Times New Roman 11 point
4. Tab indents should be the standard half inch.
5. Line Spacing: Always set at single space.
6. Left justification only (no right justification)
7. Number the pages in the bottom right-hand corner.
8. Format as shown on the accompanying sample syllabus, using capitalization, bold print, and punctuation as indicated here and on the sample.

* Avoid having an A. without a B. or a (1.) without a (2.).
* Italicize book titles and journals, and put quotation marks around journal articles (or use the documentation format for your discipline).
* Use italics for scientific terms and foreign words.
* Use bold print (not underlines or all caps) for emphasis.
* Use all caps for the Roman numeral headings.

**Also note the following:**

1. ORU, in compliance with accreditation standards, uses gender-neutral terms in documents. e.g., use “people” instead of “mankind,” and plurals such as “students” instead of “he or she.”
2. Syllabi should not include appendices, handouts, student forms, reading lists, bibliographies, checklists, memos, or other classroom materials.
3. Instead of printing and distributing syllabi on the first day of classes, it is more cost effective to project the syllabi, which are on <http://syllabi.oru.edu> in class and discuss the syllabi as they are projected.
4. Please reread everything in the syllabus for accuracy and consistency and conciseness.
5. At the end of the course description, please include the pre- and corequisites and lab fees, just as they appear in the catalog (no double spacing). If there are no pre- or corequisites, write “none.”
6. Course descriptions are in the online catalog (<http://catalog.oru.edu>)

Syllabus for

**DEMO 318—This Amazing Course**

(Equivalent courses, if any)

3.0 Credit Hours

Spring 2024

1. COURSE DESCRIPTION

(Course description must match the course description (including prerequisites, etc.) in the ORU catalog, available online. Course descriptions that are new or are changed must be approved by the Provost using the CCP process. Additional course description information on the syllabus may be included in a second paragraph that does not appear in the catalog. Please leave a blank line between paragraphs but not before the prerequisites.)

Prerequisites: [do not include if no courses are required]

Corequisite: [do not include if no courses are required]

1. STUDENT LEARNING OUTCOMES
   1. COURSE OUTCOMES

After completing this course successfully, students will be able to:

* 1. PROFESSIONAL OUTCOMES [only included professional outcomes that are graded or assessed in the course]

This course aligns with and evaluates the following professional outcomes as indicated on the last page:

* 1. GENERAL EDUCATION OUTCOMES [only include general education outcomes that are graded or assessed in the course]

This course aligns with and evaluates the following general education outcomes as indicated on the last page:

* 1. UNIVERSITY OUTCOMES [only include University outcomes that are graded or assessed in the course]

This course aligns with and evaluates the following University outcomes as indicated on the last page:

1. TEXTBOOKS AND OTHER LEARNING RESOURCES

(List the required and/or optional textbooks required for the course and include the ISBN for each book. If no texts are required, state “none.”)

* 1. Required Materials

Textbook bibliographic references

B. Optional Materials

1. POLICIES AND PROCEDURES [NOTE: Do NOT include University policies]

(Include information that applies to your school and/or department. This section should be the same for all syllabi from a particular school or department.)

* 1. Department Policies and Procedures DEPARTMENT SPECIFIC
  2. Course Policies and Procedures COURSE SPECIFIC

1. COURSE CALENDAR

(All syllabi must contain a course calendar that lists assignments, topics, and approximate due dates or lengths of time for completion. The calendar may be given by dates, weeks, or class session.)

**Primary Program: Super Academic Major That Everyone Loves**

**DEMO 318—This Amazing Course**

**Spring 2022**

**[List all of the course outcomes]**

**[List the professional outcomes graded/assessed in course for PRIMARY program only]**

**[List the general education outcomes graded/assessed in course]**

**[List the University outcomes graded/assessed in course]**

This course contributes to the University and program outcomes as indicated below:

**Significant Contribution** – Addresses the outcome directly and includes targeted grading and/or assessment.

**Moderate Contribution** – Addresses the outcome directly or indirectly and includes some grading and/or assessment.

**Minimal Contribution** – Addresses the outcome indirectly and includes little or no grading and/or assessment.

|  |  |  |  |
| --- | --- | --- | --- |
| **OUTCOMES** | **Significant** | **Moderate** | **Minimal** |
| **Spiritual Integrity** | | | |
| DEMO 318 (Course) – Text of Outcome A | **X** |  |  |
| General Education – Text of Outcome 1: Encourage students to … | **X** |  |  |
|  |  |  |  |
| **Personal Resilience** | | | |
| DEMO 318 (Course) – Text of Outcome C |  | **X** |  |
| Professional – Text of Outcome 3: Encourage students to … |  | **X** |  |
|  |  |  |  |
| **Intellectual Pursuit** | | | |
| DEMO 318 (Course) – Text of Outcome B |  | **X** |  |
| University – Text of Outcome 5: Encourage students to … | **X** |  |  |
| Professional – Text of Outcome 6: Encourage students to … |  |  | **X** |
|  |  |  |  |
| **Global Engagement** | | | |
| General Education – Text of Outcome 4: Encourage students to … | **X** |  |  |
|  |  |  |  |
| **Bold Vision** | | | |
| DEMO 318 (Course) – Text of Outcome D |  |  | **X** |
| University – Text of Outcome 2: Encourage students to … |  |  | **X** |

(Revised 8/13/21)