

## SYLLABUS

**NOTE:** This is the format shell that should be used for your syllabus for each course. **Please delete this note** and provide all of the information that is relevant to your course. Also, please leave the font, margins, etc. as they are here – we will need this consistency for when we include them in the AACSB self study. Following this information, however, feel free to add any items that you feel are needed to complete your syllabus.

**COURSE NUMBER AND TITLE:**

**SEMESTER/YEAR:**

**SECTION, TIME, DATE, LOCATION:**

**DEPARTMENT:**

**INSTRUCTOR'S NAME:**

**OFFICE HOURS AND LOCATION:**

**CONTACT INFORMATION:**

**COURSE DESCRIPTION (from catalog):**

**TEXTBOOKS AND LEARNING RESOURCES:**

**TEACHING METHODS/ACTIVITIES:**

**COURSE LEARNING OBJECTIVES:**

**Objectives:**

**Activities:**

**Outcomes:**

**UNDERGRADUATE COLLEGE OF BUSINESS LEARNING GOALS AND OBJECTIVES:**

<i>Check "X" for the AOL objectives that are clearly emphasized in the course</i>			
Communication –Writing		Critical Thinking and Problem Solving Skills	
Communication – Oral		Teamwork and Leadership Skills	
Ethical Reasoning		Global Perspective	

**GRADING:**

**ATTENDANCE/PARTICIPATION POLICY:**

**LATE/INCOMPLETE POLICY:**

**MAKE-UP POLICY:**

**COURSE SCHEDULE OF ASSIGNMENTS AND ACTIVITIES:**

REQUIRED BY THE UNIVERSITY—SEE pp. B-19, B-20 IN 2016 FACULTY HANDBOOK.)

**ADA STATEMENT:** Frostburg State University is committed to making all of its programs, services, and activities accessible to persons with disabilities. Faculty assist students with accommodations after confirming eligibility with the Disability Support Services (DSS) Office. You may request accommodations through the DSS Office. Contact Holly Veith, Director, Disability Support Services 150 Pullen Hall; Phone 301-687-4441; Fax: (301) 687-4671; E-mail: [hhveith@frostburg.edu](mailto:hhveith@frostburg.edu)

**ACADEMIC DISHONESTY:** Academic dishonesty is defined to include any form of cheating and/or plagiarism. Cheating includes, but is not limited to, such acts as stealing or altering testing instruments; falsifying the identity of persons for any academic purpose; offering, giving or receiving unauthorized assistance on an examination, quiz or other written or oral material in a course; or falsifying information on any type of academic record. Plagiarism is the presentation of written or oral material in a manner which conceals the true source of documentary material; or the presentation of material which uses a hypothesis, conclusion, evidence, data, or the like, in a way that the student appears to have done work which he/she did not, in fact, do. In cases involving academic dishonesty, a failing grade or a grade of zero (0) for either an assignment and/or a course may be administered. Students who are expelled or suspended for reasons of academic dishonesty are not admissible to other institutions within the University of Maryland System. Suspension or expulsion for academic dishonesty is noted on a student's academic transcript.

**DISRUPTIVE STUDENT BEHAVIOR:** The University will not tolerate disorderly or disruptive conduct which substantially threatens, harms, or interferes with university personnel or orderly university processes and functions. A faculty member may require a student to leave the classroom when his/her behavior disrupts the learning environment of the class. A student found responsible for disruptive behavior in the classroom may be administratively withdrawn from the course.

**CONFIDENTIALITY & MANDATORY REPORTING:** Frostburg State University and its faculty are committed to maintaining a safe learning environment and supporting survivors of violence. To meet this commitment and comply with federal and state law, FSU requires all faculty and staff (other than confidential employees in CAPS and Brady Health) to report any instances of gender-based harassment, sexual misconduct, relationship violence, or stalking against students. This means if you share your or another FSU student's experience with gender-based harassment, sexual misconduct, relationship violence, or stalking, I have a duty to report the information to the University's Title IX Coordinator. The only exception to my reporting obligation is when such incidents are communicated during class discussion, as part of an assignment for a class, or as part of a University-approved research project.

Faculty and staff are also obligated to report allegations of child abuse and neglect to University Police and to Child Protective Services. This obligation extends to disclosures of past abuse even if the victim is not an adult and the abuser is deceased. My duty to report suspected child abuse and neglect extends to disclosures that are made as part of classroom discussions and in writing assignments.

If you or someone you know has experienced an incident of harassment or violence, please go to [www.frostburg.edu/titleix](http://www.frostburg.edu/titleix) to find information on reporting options and the resources and services available for support.

**NOTE: FEEL FREE TO ADD ANYTHING ELSE TO COMPLETE YOUR SYLLABUS.**