Logo

Description automatically generated

Note: The [syllabus minimum requirements](http://apa.oregonstate.edu/syllabus-minimum-requirements) are indicated in black text. Additional information is optional and can be added as Instructors deem fit. Explanations and examples are indicated in orange text.

Course Name

Course Number

Course Credits: 0

**Class Meeting Times**

*Example:*

*Lecture: 2hrs/week or Monday & Wednesday 10:00-10:50 am*

**Prerequisite and/or Corequisite: None**

# Catalog Course Description

*Must match word to word with the course description listed in* [*https://registrar.oregonstate.edu/non-credit-courses*](https://registrar.oregonstate.edu/non-credit-courses)

# Course Content

*List weekly schedule. If it is not possible to list the weekly schedule, include a concise outline of topics and activities covered in the course.*

*Example:*

| ***Week*** | ***Topic*** | ***Assessment (optional)*** |
| --- | --- | --- |
| *1* | *Introduction* | *No assessment* |
| *2* | *XYZ topic* | *Quiz 1* |
| *3* |  |  |
| *4* |  |  |
| *5* |  |  |
| *6* |  |  |
| *7* |  |  |
| *8* |  |  |
| *9* |  |  |
| *10* |  |  |
| *Finals* |  |  |

# Course Specific Measurable Student Learning Outcomes

*The Learning Outcomes do not have to be identical to the ones listed in* [*https://registrar.oregonstate.edu/non-credit-courses*](https://registrar.oregonstate.edu/non-credit-courses)*, but they should be along a similar vein. The Learning Outcomes for each non-credit experience were carefully selected by the Non-Credit Task Force. Students are not getting credit so there is a slight flexibility in here. But since the non-credit courses are transcript-visible, it's important that the LOs are not too out-of-scope but maintain academic rigor. Select 5-7 Learning Outcomes that you deem most appropriate.*

# Evaluation of Student Performance

[*https://registrar.oregonstate.edu/non-credit-courses*](https://registrar.oregonstate.edu/non-credit-courses) *lists some suggested assessments.*

*List the breakdown of the assessment (in either points or percentage) and the grading scale.*

*Example:*

* *Discussions – 100 points*
* *Quizzes – 200 points*
* *Class Project – 100 points*
* *Total – 400 points*

## *Example of Grading Scale*

| *Grade* | *Percent Range* |
| --- | --- |
| *Successful Completion* | *51-100* |
| *Non-Successful Completion* | *0-50* |

# Learning Resources

*List textbooks, reading materials, software, equipment, etc. For cost transparency to students, it is compulsory to indicate if the learning resources listed are required or optional.*

# Course Statements

**Academic Calendar**

All students are subject to the registration and refund deadlines as stated in the Academic Calendar: <https://registrar.oregonstate.edu/osu-academic-calendar>

**Statement Regarding Students with Disabilities**

Accommodations for students with disabilities are determined and approved by Disability Access Services (DAS). If you, as a student, believe you are eligible for accommodations but have not obtained approval please contact DAS immediately at 541-737-4098 or at [http://ds.oregonstate.edu](http://ds.oregonstate.edu/). DAS notifies students and faculty members of approved academic accommodations and coordinates implementation of those accommodations. While not required, students and faculty members are encouraged to discuss details of the implementation of individual accommodations."

**Student Conduct Expectations link**: <https://beav.es/codeofconduct>

**Student Bill of Rights**

OSU has twelve established student rights. They include due process in all university disciplinary processes, an equal opportunity to learn, and grading in accordance with the course syllabus: [https://asosu.oregonstate.edu/advocacy/rights](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fasosu.oregonstate.edu%2Fadvocacy%2Frights&data=04%7C01%7Cmeilianty.gunawan%40oregonstate.edu%7C7dcbe43a7f474303984108d9d13aec20%7Cce6d05e13c5e4d6287a84c4a2713c113%7C0%7C0%7C637770873255816508%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=Ws9zCHbxEKCPT4I4s9A8nivAehvFWhTRz7I6dpQEA9w%3D&reserved=0)

**Reach Out for Success**

University students encounter setbacks from time to time. If you encounter difficulties and need assistance, it’s important to reach out. Consider discussing the situation with an instructor or academic advisor. Learn about resources that assist with wellness and academic success at [oregonstate.edu/ReachOut](https://counseling.oregonstate.edu/reach-out-success). If you are in immediate crisis, please contact the Crisis Text Line by texting OREGON to 741-741 or call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255)

# [OPTIONAL to include in the syllabus]

**Student Learning Experience Survey**

During Fall, Winter, and Spring term the online Student Learning Experience surveys open to students the Wednesday of week 9 and close the Sunday before Finals Week. Students will receive notification, instructions and the link through their ONID email. They may also log into the system via MyOregonState or directly at [beaves.es/Student-Learning-Survey](https://beav.es/Student-Learning-Survey). Survey results are extremely important and are used to help improve courses and the learning experience of future students. Responses are anonymous (unless a student chooses to “sign” their comments, agreeing to relinquish anonymity of written comments) and are not available to instructors until after grades have been posted. The results of scaled questions and signed comments go to both the instructor and their unit head/supervisor. Anonymous (unsigned) comments go to the instructor only.