

Hampton University

Standard Syllabus

The Standard Syllabus is designed to identify what a student will know and be able to do as a result of his/her matriculation at Hampton University. Several processes have been developed that are unique to an established program of study, while there is one University-wide process that is applicable to all undergraduate matriculating students.

The University-wide process is captured in the eight (8) General Education Competencies and is measured in specific courses that all undergraduate students must take. The processes that are aligned to a specific program of study include (1) accrediting body standards/objectives (if required), and (2) specific program of study competencies that students within a given major must achieve; these competencies are measured in specific courses identified by the departments through which the degree programs are offered. *Every Hampton University undergraduate student prior to graduation must attain each of the core and discipline-specific competencies.*

Program Mission /Statement (Optional)

Academic Catalog Course Description

Applied Course Description – Summarize the major topics to be covered.

Required Textbook(s)

Disclaimer - It is also important to place language in your syllabus that reserves your right to modify, supplement or make changes during the semester. The following language is suggested: "**This syllabus is intended to give the student guidance in what may be covered during the semester and will be followed as closely as possible. However, the professor reserves the right to modify, supplement and make changes as the course needs arise.**"

If you need to make changes or adjustments to the syllabus during the course of the semester, make them to the benefit of the students, not to the students' detriment.

Accrediting Body Standard or Objective (Optional) – Must have specific accrediting body standard or objective with an accompanying specific intended student learning outcome with measure.

General Education or Core Competency (Goal) - For the **affected** course, must have specific general education competency with an accompanying specific intended student learning outcome with measure.

Program Competency (Goal) – For the **affected** course, must have specific program competency with an accompanying specific intended student learning outcome with measure.

General Instructional Objectives (Goals) – These are specific to the course and must have an accompanying specific intended student learning outcome with measure.

Specific Intended Student Learning Outcome(s) (Outcome) - follows after the general instructional objective and must identify assessment/measurement (Measure) of the specific intended student learning outcome.

Minimum Course Competencies (Outcomes) – derived from basic knowledge required to achieve the Specific Intended Student Learning Outcome and must identify the assessment/measurement of the minimum competency. **Suggested disclaimer: Minimum competencies are not directly associated with your final grade in this course. Successful accomplishment of the minimum competencies will demonstrate your basic knowledge of selected Specific Intended Student Learning Outcomes.**

Grading Policy – Criteria for grading students' performance to include rubrics.

Expectations of Students – Enumerate expectations to include attendance, make-up/late work and Code of Conduct policies. Note: Your specific policies should be specifically outlined and strictly and consistently followed.

Course Outline - Identify dates when assignments (major projects) are to be submitted and dates of tests and examinations.

Statement of the Office of Compliance and Disability Services

SECTION 504 OF THE AMERICANS WITH DISABILITIES ACT COMPLIANCE:

The University is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. In class accommodations may be provided to students with a documented physical, mental, or learning disability. It is in the student's best interest to request accommodations within the first week of classes, understanding that accommodations are not retroactive. Temporary accommodations are also available to students who may experience a temporary impairment, such as a broken limb or surgery recovery. To obtain accommodations or to receive more information please contact the Office of the Director of Compliance and Disability Services at 757-727-5493 or visit the office located in The Assessment Center, Armstrong Slater Building 1st floor.

Bibliography – Suggested or required readings.

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