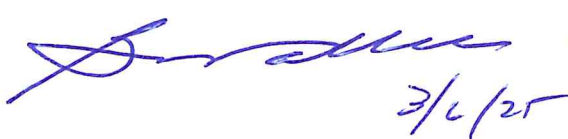


Appendix E: ASUMH PROPOSAL FORM

1. Submitted to the Academic Affairs	Committee on this date: 11/1/24
Estimated time needed to present proposal: five minutes <u>ten minutes</u> fifteen minutes	
2. Is this proposal a notification of change in an administrative process? Changes in administrative processes need not proceed through the shared governance. No	
3. Please provide a detailed description of the proposed activity, policy, or practice.	
Editing and reorganizing the Syllabus Template	
4. Does this proposal amend or abolish a current activity, policy, or practice? If so, please list current activity, policy, or practice.	
Amends the syllabus template currently in use	
5. Will this proposal require budgetary expenditures? If so, please provide an estimated amount.	
No	
6. Will this proposal require the formation of a work group to study and recommend regarding the proposal? If so, please attach a Work Group Committee Recommendation Form. <u>Yes</u> No	
7. Submitted to the SGOC by committee on this date: AA committee approved the WG in its September meeting	
8. Faculty and Staff Senate and SGA amendments:	
9. Faculty and Staff Senates, SGA, and Committee review completed on this date: 11/08/2024 and 11/22/2024	
10. Submitted to Chancellor by SGOC on this date:	
11. Chancellor's approval, assignment, and comments:	
 → Dr. Daniel for implementation. 3/6/25	
12. Proposed activity completed on this date:	

Syllabus

Add Course Name, Number and Section

Add Semester and year

*to edit this area, right click on the word "Syllabus" and then select "Edit Header"
when finished double-click in the body of the document (Windows 10)*



Instructor Information

Instructor: *Instructor Name*

Office: *Add office location*

E-mail: *ASUMH instructor e-mail*

Phone: *Instructor office phone number and/or contact phone number*

Faculty Member Note: Once appropriate changes to the red areas of the syllabus are made then the red areas should be changed to black and this image deleted before the syllabus is published for student viewing.

Office Hours/Instructor Availability

Add office hours and additional information about availability here.

Dean: *Dean's Name*

Office: *Dean's office location*

E-mail: *Dean's ASUMH e-mail*

Phone: *Dean's office phone number and/or contact phone number*

Course Information

Textbook and Materials

Citation for Required Text (present picture of text if possible). Title, edition, and author. Provide ISBN #, required readings, open-source information, required software or other items/materials.

Course Name, Number and Description

Take this from the current ASUMH Catalog.

(Delete this section if seated or hybrid or change to black text if applicable.)

This online course is offered through the Canvas Learning System with no seated classroom time. Online interaction between you, your fellow students, and your instructor may be achieved through:

- Discussion Boards
- Telephone
- Email
- Canvas Inbox
- Chat (including video conferencing)

(Delete this section if seated or online or change to black text if applicable.)

This internet assisted (hybrid) course is offered with some seated classroom time and the remaining portion of the course completed through the Canvas Learning System. Online interaction between you, your fellow students, and your instructor may be achieved through:

- Discussion Boards
- Telephone
- Email
- Canvas Inbox
- Chat (including video conferencing)

General Education Outcomes

Students completing the general education core at ASUMH will have demonstrated a proficiency in the following skills:

1. Applications of Math and the Natural Sciences appropriate to degree or field of study.
2. Composition and Oral Communication.
3. Evaluation of diverse perspectives and cultures through Arts, Humanities, and Social Sciences.
4. Utilization of technology appropriate to degree or field of study.

Course Outcomes

1. Course outcome
2. Course outcome (Add additional numbers as needed)

Course Content

(Core Concepts – a detailed list of what you teach in this course, specifically chapter titles/sections)

- Course content/concepts
- Course content/concepts (add additional bullets as needed)

Classroom Management

Course Requirements, Performance Measures, and Outcome Alignment

Provide an explanation of course assessment and performance measurements, such as assignment categories and weights. This should include alignment of assessments (assignments, quizzes, tests, etc.) to course outcomes and general education outcomes (the instructor may want to add a statement that the assignments or dates may be subject to change). This table is an example and may be edited/removed as needed to align with your course grading style. Course Outcomes and General Education Outcomes assessments must be present.

Late Assignments

Add late assignment procedures and consequences here.

Description	Number of Assignments	Points per Assignment	Total Points	Percentage of total points in course	Course Outcomes Assessed	General Education Outcome Assessed
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Discussion Board	7	25	175	17.5%	1,2,5,8	2,3
Tests/Quizzes						
Writing Assignments						
Projects						
Final Exam						
Total Points				100%		

Grading Scale and Timeline

Provide your grading scale and indicate what is needed to pass the course if relevant. You may edit this sample to use only the relevant columns. Please edit the point range to match your total points for this course if you keep this column. Be sure to add information on when students can expect grades for their submitted work.

Letter Grade	Point Range	Percentage Range
A	900-1000	90 – 100%
B	800-899	80 – 89%
C	700-799	70 – 79%
D	600-699	60 – 69%
F	0-599	0 – 59%

Student Responsibilities

Cell Phone Statement

Add information on cell phone restrictions or other use specific to your seated course or delete this item.

Food and Drink Statement

Add information on what food or drink is allowed (or not) in your seated or hybrid course or delete this item.

Attendance Statement

Add attendance information here that is specific to your course or program.

Communication Statement

Add information on how students should address you as the instructor, how they should communicate with you and when to expect your response to their emails. A netiquette statement such as what follows is

required for online and hybrid courses and recommended for seated courses. You may use a statement of your own if preferred.

Please follow these online rules to keep a friendly and helpful environment:

- Communicate Clearly: Use proper spelling and grammar. Don't use slang or text language.
- Be Kind: Treat everyone nicely, just like you would face-to-face.
- Listen First: Read everything before you reply so you understand what's being talked about.
- Disagree Politely: It's okay to have different opinions but be respectful and don't insult anyone.
- Protect Privacy: Don't share personal information about others.
- Stay on Topic: Keep the conversation focused on the main subject.
- Think Before You Post: Remember, what you say online can't be taken back.

Plagiarism/Cheating

Being dishonest in any way, such as cheating, copying someone else's work, using tools like AI (such as ChatGPT) without specific permission from your instructor, having tests you shouldn't have, or using aids you're not allowed to during tests, can lead to your being taken out of the class with a failing grade or even suspended from the university. For the complete ASUMH Plagiarism Policy, check the [ASUMH Student Handbook](#). Faculty can add to this verbiage to tailor the policy to the course but cannot delete.

Institutional Information

Please review the following institutional information and policies which can be found on the ASUMH website or in your Canvas Course [links to be added later]

- ASUMH Mission
- Institutional Attendance Policy
- Course Delivery Methods and Semester Dates
- Tutoring Services
- Disability Services
- Title IX
- Cross-Cultural Awareness
- Inclement Weather Policy
- Technical Support