## **Sample University College Syllabus**



SCHOOL OF: *For Example: “Thomas J. Long School of Pharmacy & Health Sciences”*SUBJECT CODE: *Example: BIOL for Biology or HIST for History*COURSE NUMBER: *The number immediately following the course code; usually 001-399*
COURSE NAME: *This is the official course name from the Academic Catalog.*
SEMESTER: *Typically Spring, Summer, or Fall. However if teaching outside the normal semester, you may have to consult your department.*
NUMBER AND TYPE OF UNITS: *(for example “4”); (for example “1 lecture, 3 lab”)Must match the course catalog, A description of the types of credit hours can be found in the university credit unit policy here:* <http://www.pacific.edu/About-Pacific/AdministrationOffices/Office-of-the-Provost/Shared-Governance/Standing-Committees/Academic-Affairs-Committee-on-Undergraduate-Studies/Forms-and-Procedures/Credit-Unit-Policy.html>COURSE TIME AND LOCATION: *Include Building, room number, and time. If off campus, indicate where held.*
INSTRUCTOR NAME: *(Place instructor name(s) and contact information including phone and/or e-mail in this space, identify preferred method of contact if relevant.)*

## Table of Contents

|  |  |
| --- | --- |
| [Course Description](#_Course_Description) | [Grading Scale](#_Grading_Scale) |
| [Prerequisites](#_Prerequisites) | [Course Outline](#_Course_Outline) |
| [Course Objectives](#_Course_Objectives) | [Policies](#_Course_Goals) |
| [Teaching Methodology](#_Teaching_Methodology) | [Course Goals](#_Course_Goals) |
| [Learning Resources](#_Learning_Resources) | [Program Outcomes](#_Program_Outcomes) |
| [Behavioral Expectations](#_Behavioral_Expectations) | [University Outcomes](#_University_Outcomes) |
| [Evaluation Methodology](#_Evaluation_Methodology) |  |

## Course Description

*The course description* ***must be identical*** *to that printed in the corresponding university catalogue* ***and cannot be changed*** *without approval at the departmental and university level. Official course descriptions can be found in the academic catalog at* <http://www.pacific.edu/About-Pacific/AdministrationOffices/Office-of-the-Registrar/Academic-Catalogs.html> *. On this page select the appropriate current catalog. The description listed for your course in the catalog is the official description.*

## Prerequisites

*The prerequisite statement must be identical to that printed in the corresponding University catalogue.*

## Course Objectives

*Course objectives* ***cannot be changed*** *without approval from the curriculum committee. Course objectives must be numbered.*

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

Example: LO-1 Critique the human security paradigm as a way to assess security concerns.

## Teaching Methodology

*Describe how the course will be taught (e.g. online, hybrid, lectures, labs, discussions, problem solving, case-based, problem based learning) and the relationship between different methodologies*

*For example:*

*“This course consists of lectures and discussion/laboratory sessions. The discussion/laboratory sessions are designed to supplement and expand the students’ understanding of the lecture material as well as provide an understanding of evaluation and intervention required for the practice of physical therapy. Course readings provide a foundation for understanding the lecture material.”*

## Learning Resources

**Recommended and/or required:** *include websites (including Canvas), texts, readings, equipment, etc. Use full citations for sources, also include information regarding office hours.*

## Behavioral Expectations

*A clear statement regarding the attendance requirement for this course must be included in this section. Additional behavioral expectations may be described here at the instructor’s discretion.*

## Evaluation Methodology

*Describe the evaluation methods used and relative weight in grading assignments. This section should include all examinations, assignments, quizzes, and other graded projects and the relative weight assigned to each. The description should include enough detail so that it is clear how students will be graded in the course.*

**The following statement must be included at the end of this section:** Copies of student work may be retained to assess how the learning objectives of the course are being met.

## Grading Scale

*Include the grading scale that you will use in the course. For example, a percentage based grading scale may look like this: A = 90-100%, B = 80-89%, C = 70-79, D = 60-69, F = Below 60%.*

## Course Outline

See Sample below.

## Policies

***Attendance: include a clear statement of attendance policies***

***Honor Code:***

The Honor Code at the University of the Pacific calls upon each student to exhibit a high degree of maturity, responsibility, and personal integrity. Students are expected to:

* act honestly in all matters
* actively encourage academic integrity
* discourage any form of cheating or dishonesty by others
* inform the instructor and appropriate university administrator if she or he has a reasonable and good faith belief and substantial evidence that a violation of the Academic Honesty Policy has occurred.

Violations will be referred to and investigated by the Office of Student Conduct and Community Standards. If a student is found responsible, it will be documented as part of her or his permanent academic record. A student may receive a range of penalties, including failure of an assignment, failure of the course, suspension, or dismissal from the University. The Academic Honesty Policy is located in Tiger Lore and online at <http://www.pacific.edu/Campus-Life/Safety-and-Conduct/Student-Conduct/Tiger-Lore-Student-Handbook-.html>

***Accommodations for Students with Disabilities:***

If you are a student with a disability who requires accommodations, please contact the Director of the Office of Services for Students with Disabilities (SSD) for information on how to obtain an Accommodations Request Letter.

3-Step Accommodation Process

1. Student meets with the SSD Director and provides documentation and completes registration forms.
2. Student requests accommodation(s) each semester by completing the Request for Accommodations Form.
3. Student arranges to meet with his/her professors to discuss the accommodation(s) and to sign the Accommodation Request Letter

**To ensure timeliness of services, it is preferable that you obtain the accommodation letter(s) from the Office of SSD as early as possible in each term.** After the instructor receives the accommodation letter, please schedule a meeting with the instructor during office hours or some other mutually convenient time to arrange the accommodation(s).

The Office of Services for Students with Disabilities is located in the McCaffrey Center, Rm. 137. Phone: 209-946-3221. Email: ssd@pacific.edu. Online: <http://www.pacific.edu/disabilities>

NOTE: The preceding information is the minimal information required in this section of the course syllabus, instructors are free to expand on the information above and/or add any additional information below. See requirements below for Program Objectives and Course Schedule.

## Course Goals

**Course Goals for (course number here)**

## Program Outcomes

**Program Outcomes and/or if relevant GE learning objectives/outcomes addressed in a meaningful manner in (course number here)**

## University Outcomes

**University outcomes (core competencies or graduate learning outcomes) addressed in a meaningful manner in (course number here) *insert link to these***

Sample Course Outline and Schedule (Course number and name)

School: Semester *(for example “Fall 2015”)*

|  |  |
| --- | --- |
| Location: *(scheduled building and room or other location)* | Hours: (*for example T, Th from 8:00 to 12:00* |
| Class Session and Date | Hours, Topics, and ActivitiesAll classes are from 8:00 to 9:00 am and all Labs are from 9:00 to 12:00 unless otherwise noted. |
| 1August 29 | 1 HR Classroom: Course orientation, Musculoskeletal Examination and Evaluation3 HR Lab: Observation and Inspection. Begin check offs. |
| 2August 31 | 1 HR Classroom: Neurological ScreenChapter 103 HR Lab: Complete Check offs for Observation and Inspection, Begin Lower Quarter Neurological Screen.  |
| 3September 5 | 1 HR Classroom: Joint Play assessment, Review Arthrokinematic/Osteokinematic relationships assignmentChapter 103 HR Lab: LQ Neuro Screen check offs, A/P/R lab exercise. Hip Technique – Long Axis Distraction |
| 4September 7 | 1 HR Classroom: Intervention in the Musculoskeletal setting3 HR Lab: Hip joint play assessment, intervention lab exercise. |
| 5*September 8 1pm-5pm* | 1 HR Classroom: Hip Arthritis3 HR Lab: Hip joint play assessment continued, hip arthritis lab exercise. |
| 6September 12 | 1 HR Classroom: Review3 HR Lab: Hip joint play check offs, hip arthritis lab exercise continued, palpation, special tests |
| 7September 14 | 1 HR Classroom: Greater Trochanteric Pain Syndrome3 HR Lab: finish hip joint play check offs, Hip Trochanteric Bursitis vs. Hip Arthritis lab exercise,  |
| 8September 19 | 1 HR Classroom: PFPS3 HR Lab: Knee joint play assessment, PFPS lab exercise. |
| 9September 21 | 1 HR Classroom: ACL Injuries3HR Lab: ACL injuries lab exercise, knee special tests review |
| 10September 26 | 1 HR Classroom: Review3 HR Lab: Review, Knee joint play check offs, palpation |
| 11September 28 | 1 HR Classroom: Ankle Sprains3 HR Lab: Ankle joint play assessment, ankle sprain lab exercise |
| 12*September 291pm-5pm* | 1 HR Classroom: Plantar Fasciitis3 HR Lab: Plantar fasciitis lab exercise |
| 13October 3 | 1 HR Classroom: Introduction to Manipulation Techniques3HR Lab: Ankle Joint Play assessment check offs, hip/ankle manipulation techniques.  |
| 14October 5 | 1 HR Classroom: Concepts review3 HR Lab: Techniques review, mock practical |
| 15*October 61pm-5pm* | 2 HR Classroom: Written Exam 12 HR Lab: open lab practice |
| 16October 10 |  4 HR Lab: Practical Exam 1 |
| 17October 12 | 4 HR Lab: Practical Exam 1 |
| 18October 17 | 1 HR Classroom: Upper Quarter Examination and Evaluation3 HR Lab: Cervical screen, upper quarter observation and inspection, upper quarter neurological screen |
| 19October 19 | 1 HR Classroom: Shoulder Impingement3 HR Lab: Shoulder joint play assessment, Shoulder A/P/R |
| 20October 24 | 1 HR Classroom: Rotator Cuff Tear3 HR Lab: Shoulder joint play assessment continued, Rotator cuff tear lab exercise |
| 21October 26 | 1 HR Classroom: Shoulder Instability3 HR Lab: Shoulder joint play assessment continued, Shoulder Instability lab exercise |
| 22October 31 | 1 HR Classroom: Adhesive Capsulitis3 HR Lab: Adhesive capsulitis lab exercise, shoulder joint play assessment check offs, |
| 23November 2 | 1 HR Classroom: Shoulder Pathology Comparison3 HR Lab: Shoulder pathology comparison lab exercise |
| 24November 7 | 1HR Classroom: Shoulder Review3HR Lab: Shoulder pathology comparison lab exercise continued, special tests and palpation exercise |
| 25November 9 | 1 HR Classroom: Thoracic Outlet Syndrome (TOS)3 HR Lab: TOS and special test lab exercise |
| 26November 14 | 1 HR Classroom: Lateral Epicondylitis3 HR Lab: Elbow joint play assessment, Lateral epicondylitis and special test lab exercise, elbow palpation |
| 27November 16 | 1 HR Classroom: Nerve Entrapments of the Elbow and Forearm3 HR Lab: Nerve Entrapments and neural tension testing lab exercise, elbow joint play check offs |
| 28November 21 | 1 HR Classroom: Carpal Tunnel Syndrome3 HR Lab: Wrist joint play assessment, CTS lab exercise |
| 29November 28 | 1 HR Classroom: Review, special topics3 HR Lab: Manipulation techniques of the wrist, wrist joint play assessment check offs |
| 30November 30 | 1 HR Classroom: Concepts review3 HR Lab: Techniques review |
| December 4 through December 7 Final Exams | Final Written Exam Monday 9:00-12:00Final Practical Exam T/Th 8:00-12:00  |