This syllabus template document meets electronic syllabus accessibility requirements (based on the MS Word accessibility checker tool) and includes the minimum required syllabus elements.

The structure of the document includes a single level 1 heading (i.e., “Syllabus”) with three level 2 headings (i.e., “Course Information,” “University Policies,” and “College and Department Policies”). The “Course Information” and “University Policies” sections have subsections identified with appropriate level headers.

**NOTE**: The formatting for all heading levels uses the corresponding Style element in Microsoft Word. If a faculty member wants to change the formatting structure for this template (e.g., different font, font size, or font color), the faculty member should edit the format for the following styles rather than edit the formatting of the text or headings themselves in the body of the document. For assistance in editing MS Word Styles, see the “[Use Styles to Create Headings](https://www.section508.gov/create/documents/aed-cop-docx02)” video (3 minutes).

* Normal
* Heading 1
* Heading 2
* Heading 3
* Heading 4
* Heading 5

To use the syllabus template, faculty should do the following:

1. Remove the instructions and associated text before the “Syllabus” heading.
2. Edit the content in the “Course Information” sections to include the appropriate details for the course. Instructions and content to edit in the “Course Information” section is highlighted in italicized font.
3. Review the text included in the “University Policies” section. The TAMU Faculty Senate established the wording of the text in this section. Texas A&M University at Qatar Faculty should use the Academic Integrity, Americans with Disabilities Act, and Title IX statements as written. ***NOTE****: Faculty members should not change the written statements. A faculty member may add separate paragraphs if additional information is needed.*
4. Add subsections for college level and/or department level policies as appropriate for their respective units. Faculty should use Heading level 3 for any new headings added under the College and Department Policies section.
5. Save the syllabus and post the syllabus for their undergraduate courses in the Howdy web portal (see [complete and easy-to-follow instructions](https://cdn.eis.tamu.edu/secure/TAMU/Advisor/howtouploadsyllabusinstr.pdf) for uploading the course syllabus).

[***Optional***] The faculty member can generate an accessible PDF from this accessible Microsoft Word documents by enabling the “Document structure tags for accessibility” option when saving the file as a PDF. (See “[Create Accessible PDFs](https://support.office.com/en-us/article/create-accessible-pdfs-064625e0-56ea-4e16-ad71-3aa33bb4b7ed),” *Microsoft Office Support* website and “[PDF Accessibility](https://webaim.org/techniques/acrobat/),” *Web Accessibility in Mind* website.)

For more information on Texas A&M University’s new syllabus requirements, see here: <http://facultysenate.tamu.edu/Quick-Links/New-Minimum-Syllabus-Requirements-for-Fall-2020>

# Syllabus

## Course Information

Course Number:

Course Title:

Section:

Time:

Location:

Credit Hours:

### Instructor Details

Instructor:

Office:

Phone:

E-Mail:

Office Hours:

### Course Description

*Provide a course description that closely follows the catalog description for the course. Course descriptions may be copied from the online catalog,* [*https://catalog.tamu.edu/*](https://catalog.tamu.edu/)*.*

### Course Prerequisites

*Include a list of course prerequisites (must match Catalog). If no prerequisites, state “None.” Course prerequisites may be copied from the online catalog,* [*https://catalog.tamu.edu/*](https://catalog.tamu.edu/)*.*

### Special Course Designation

*Specify if the course has one (or more) of the following special course designations: core curriculum (CORE), international and cultural diversity (ICD), cultural discourse (CD), writing intensive (W), communication intensive (C), cross-listed, or stacked.*

*Include other information as required for the special course designation (e.g., a W course syllabus must specify the student must pass the writing components to earn a grade in the course, a CORE course must include information about the foundational component area to which it belongs, a stacked course must clearly indicate additional work for graduate students, etc.).*

*Core curriculum course designations may be found at,* [*https://core.tamu.edu/*](https://core.tamu.edu/)*. Most program courses (CHEN, ELEN, MEEN, PETE) do not carry core attributes; while many Science and Liberal Arts courses do.*

*Writing and Communication intensive attributes may be found at,* [*https://writingcenter.tamu.edu/Faculty/Approved-W-C-Courses*](https://writingcenter.tamu.edu/Faculty/Approved-W-C-Courses)*. Every program (CHEN, ELEN, MEEN, PETE) has two courses that meet this requirement.*

### Course Learning Outcomes

*List one or more learning outcomes for the course.*

*A learning outcome is a statement regarding what the student will know or be able to do upon successfully completing the course. It must be both observable and measureable. The outcomes may include competencies developed in the course. Additional assistance with learning outcomes is available through the* [*Center for Teaching Excellence*](http://cte.tamu.edu/) *and the* [*Office of Institutional Assessment*](https://assessment.tamu.edu/)*.*

### Textbook and/or Resource Materials

*Specify the textbook and other resource materials that are required, recommended, and/or optional for the course. If no textbook or other resource materials, state “None.”*

Texas A&M University at Qatar faculty are encouraged to use available online resources or adopt multiyear textbooks to limit challenges encountered with shipping and receiving textbooks.

### Grading Policy

* *Define a grading scale for the assignment of a letter grade (A through F) or the criteria for assigning S/U grades as appropriate.*
* *Describe the graded items for the course.*
* *Indicate weights as applicable for grade items included in calculating the course grade (e.g., exams, laboratory assignments, field student work, projects, papers, homework, class attendance, participation, and other graded activities).*

Graded Class Participation – *If class participation constitutes more than 10% of grade, the syllabus should explicitly define and outline how the participation grade is determined based on a well-defined rubric (see* [*Student Rule 10*](https://student-rules.tamu.edu/rule10/)*).*

Graded Attendance – *If attendance is a graded item, the syllabus should state how the faculty member will collect and evaluate attendance.*

Grades for Stacked Course (UG/GR) – *If the course is a stacked course that uses a single, combined syllabus for the undergraduate and graduate courses, the syllabus must clearly specify additional work required for graduate students. (See* [*Policy for Stacked Courses*](http://registrar.tamu.edu/Registrar/media/Curricular-Services/Curricular%20Approvals/Course%20Approvals/StackedCourses.pdf)*.)*

Grading Policy Changes – *Faculty must provide grading policies to students by the first class period. As such, faculty cannot change the course grading policy after the second class session. (See* [*Student Rule 10*](https://student-rules.tamu.edu/rule10/)*.)*

### Late Work Policy

* *Indicate whether or not the faculty member will accept late work.*
* *Identify any associated penalty if the faculty member accepts late work for evaluation.*

*The late work policy should define what constitutes late work (e.g., submitting a deliverable after the established deadline). Work submitted by a student as makeup work for an excused absence is not considered late work and is exempted from the late work policy. Late work policies must clearly link to* [*Student Rule 7*](https://student-rules.tamu.edu/rule07/)*.*

### Course Schedule

* *Include a list of topics, calendar of activities, major assignment dates, and exam dates.*

*The course schedule must include lab hours in the calendar of activities. The course schedule must include dates of major exams and assignments. Dates for exams and assignments should not be changed without written notification to all students in the course (notice via email or learning management system is acceptable).*

Traditionally Delivered Course – *The calendar must include the number of weeks that correspond to the traditionally delivered course semester (e.g., Fall/Spring = 15 weeks; Summer = 7 weeks).*

Non-Traditionally Delivered Course – *The weeks on the calendar of activities for a non-traditional syllabus will vary according to need. Faculty members in departmental units will determine whether the contact hours for a non-traditional course are appropriate for and equivalent to a traditional course. (See* [*University Rule 11.03.99.M1*](http://rules-saps.tamu.edu/PDFs/11.03.99.M1.pdf)*.). Examples of non-traditional courses include: may-mester, winter-mester, fully online courses etc.*

### Optional Course Information Items

*Consider adding the following additional information items to the course syllabus when appropriate.*

Technology Support – *Provide appropriate technical support information to inform students who to contact if they encounter technical difficulties (e.g., direct technical questions to the course teaching assistant; contact the vendor; etc.). Texas A&M University at Qatar students can also direct their technical questions to* [*servicedesk@qatar.tamu.edu*](mailto:servicedesk@qatar.tamu.edu)*.*

Learning Resources – Texas A&M University at Qatar students should contact the Center for Teaching and Learning at [ctl@qatar.tamu.edu](mailto:ctl@qatar.tamu.edu) for questions related to learning support, peer tutoring, supplemental instruction, writing support, etc.

## University Policies

*This section outlines the university level policies that must be included in each course syllabus. The TAMU Faculty Senate established the wording of these policies.*

***NOTE****: Faculty members should not change the written statements. A faculty member may add separate paragraphs if additional information is needed.*

### Attendance Policy

The university views class attendance and participation as an individual student responsibility. Students are expected to attend class and to complete all assignments.

Please refer to [Student Rule 7](https://student-rules.tamu.edu/rule07/) in its entirety for information about excused absences, including definitions, and related documentation and timelines.

### Makeup Work Policy

Students will be excused from attending class on the day of a graded activity or when attendance contributes to a student’s grade, for the reasons stated in Student Rule 7, or other reason deemed appropriate by the instructor.

Please refer to [Student Rule 7](https://student-rules.tamu.edu/rule07/) in its entirety for information about makeup work, including definitions, and related documentation and timelines.

Absences related to Title IX of the Education Amendments of 1972 may necessitate a period of more than 30 days for make-up work, and the timeframe for make-up work should be agreed upon by the student and instructor” ([Student Rule 7, Section 7.4.1](https://student-rules.tamu.edu/rule07)).

“The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence” ([Student Rule 7, Section 7.4.2](https://student-rules.tamu.edu/rule07)).

Students who request an excused absence are expected to uphold the Aggie Honor Code and Student Conduct Code. (See [Student Rule 24](https://student-rules.tamu.edu/rule24/).)

### Academic Integrity Statement and Policy

“An Aggie does not lie, cheat or steal, or tolerate those who do.”

“Texas A&M University students are responsible for authenticating all work submitted to an instructor. If asked, students must be able to produce proof that the item submitted is indeed the work of that student. Students must keep appropriate records at all times. The inability to authenticate one’s work, should the instructor request it, may be sufficient grounds to initiate an academic misconduct case” ([Section 20.1.2.3, Student Rule 20](https://aggiehonor.tamu.edu/Rules-and-Procedures/Rules/Honor-System-Rules)).

You can learn more about academic integrity and your rights and responsibilities at Texas A&M University at Qatar by visiting the [Aggie Honor System](https://www.qatar.tamu.edu/students/academic-services/aggie-honor-system) website.

### Americans with Disabilities Act (ADA) Policy

Texas A&M University is committed to providing equitable access to learning opportunities for all students. If you experience barriers to your education due to a disability or think you may have a disability, please contact Disability Resources in the Student Services Building or at +1 (979) 845-1637 or visit [disability.tamu.edu](https://disability.tamu.edu/). Disabilities may include, but are not limited to attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability related needs with Disability Resources and their instructors as soon as possible.

Texas A&M University at Qatar students please contact Disability Services in the Engineering Building, room 318C or at +974.4423.0316 or visit <https://www.qatar.tamu.edu/students/student-affairs/disability-services>.

### Title IX and Statement on Limits to Confidentiality

Texas A&M University at Qatar is committed to fostering a learning environment that is safe and productive for all. University policies and US federal and state laws prohibit gender-based discrimination and sexual harassment, including sexual assault, sexual exploitation, domestic violence, dating violence, and stalking.

With the exception of some medical and mental health providers, all university employees (including full and part-time faculty, staff, paid graduate assistants, student workers, etc.) are Mandatory Reporters and must report to the Title IX Office if the employee experiences, observes, or becomes aware of an incident that meets the following conditions (see [University Rule 08.01.01.M1](https://rules-saps.tamu.edu/PDFs/08.01.01.M1.pdf)):

* The incident is reasonably believed to be discrimination or harassment.
* The incident is alleged to have been committed by or against a person who, at the time of the incident, was (1) a student enrolled at the University or (2) an employee of the University.

Mandatory Reporters must file a report regardless of how the information comes to their attention – including but not limited to face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Although Mandatory Reporters must file a report, in most instances, you will be able to control how the report is handled, including whether or not to pursue a formal investigation. The University’s goal is to make sure you are aware of the range of options available to you and to ensure access to the resources you need.

Texas A&M University at Qatar students wishing to discuss concerns in a confidential setting are encouraged to visit the [Health and Wellness](https://www.qatar.tamu.edu/students/student-affairs/health-and-wellness/) website for more information.

Students can learn more about filing a report, accessing supportive resources, and navigating the Title IX investigation and resolution process on the University’s [Title IX webpage](https://titleix.tamu.edu/).

### Statement on Mental Health and Wellness

Texas A&M University recognizes that mental health and wellness are critical factors that influence a student’s academic success and overall wellbeing. Students are encouraged to engage in proper self-care by utilizing the resources and services available from Counseling & Psychological Services (CAPS). Students who need someone to talk to can call the TAMU Helpline +1 (979-845-2700) from 4:00 p.m. to 8:00 a.m. weekdays (CST) and 24 hours on Saturdays and Sundays. 24-hour emergency help is also available through the United States National Suicide Prevention Hotline +1 (800-273-8255) or at [suicidepreventionlifeline.org](https://suicidepreventionlifeline.org/).

Texas A&M University at Qatar students wishing to discuss concerns in a confidential setting are encouraged to visit the [Health and Wellness](https://www.qatar.tamu.edu/students/student-affairs/health-and-wellness/) website for more information.

### COVID-19 Temporary Amendment to Minimum Syllabus Requirements

The Faculty Senate temporarily added the following statements to the minimum syllabus requirements in Fall 2020 as part of the university’s COVID-19 response.

#### Campus Safety Measures

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University at Qatar has adopted policies and practices for the Fall 2020 academic term to limit virus transmission. Students must observe the following practices while participating in face-to-face courses and course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.):

* Self-monitoring—Students should follow CDC recommendations for self-monitoring. **Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.**
* Face Coverings—[Face coverings](https://rules-saps.tamu.edu/PDFs/34.99.99.M0.03.pdf) (cloth face covering, surgical mask, etc.) must be properly worn in all non-private spaces including classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource and support offices, and outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain. Description of face coverings and additional guidance are provided in the [Face Covering policy](https://rules-saps.tamu.edu/PDFs/34.99.99.M0.03.pdf) and [Frequently Asked Questions (FAQ)](https://provost.tamu.edu/Menu/News/TAMU-Face-Covering-FAQs) available on the [Provost website](https://provost.tamu.edu/Menu/News/TAMU-Face-Covering-FAQs).
* Physical Distancing—Physical distancing must be maintained between students, instructors, and others in course and course-related activities.
* Classroom Ingress/Egress—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot (2 meter) physical distancing when waiting to enter classrooms and other instructional spaces.
* To attend a face-to-face class, students must wear a face covering (or a face shield if they have an exemption letter). If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the [Student Conduct office](https://studentlife.tamu.edu/sco/face-covering-violations/) for sanctions (using the [Campus Community Incident Report](https://tamuqatar.campuslabs.com/engage/submitter/form/step/1?Guid=d134a56f-0ee3-4523-8c0e-a1bbca7ba89f) form). Additionally, the faculty member may choose to teach that day’s class remotely for all students. At Texas A&M University at Qatar, faculty members should initially consult Qatar Foundation security personnel in cases of non-compliance, then report to the Department of Student Affairs.
* At Texas A&M University at Qatar, all students, faculty, staff, and visitors are required to verify their health status with Qatar Foundation security using the Ehteraz application upon entering the building.
* For specific information about Texas A&M University at Qatar’s building access requirements and classroom safety measures, see here: <https://www.qatar.tamu.edu/programs/reopening-fall-2020/building-access/>

#### Personal Illness and Quarantine

Students required to quarantine must participate in courses and course-related activities remotely and **must not attend face-to-face course activities**. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities.

Students experiencing personal injury or Illness that is too severe for the student to attend class qualify for an excused absence (See [Student Rule 7, Section 7.2.2](https://student-rules.tamu.edu/rule07/).) To receive an excused absence, students must comply with the documentation and notification guidelines outlined in Student Rule 7. While Student Rule 7, Section 7.3.2.1, indicates a medical confirmation note from the student’s medical provider is preferred, **for Fall 2020 only, students may use the Explanatory Statement for Absence from Class form in lieu of a medical confirmation. Students must submit the Explanatory Statement for Absence from Class (in Howdy) within two business days after the last date of absence.**

#### Operational Details for Fall 2020 Courses

For additional information on Fall 2020 courses at Texas A&M University at Qatar please visit, <https://www.qatar.tamu.edu/programs/reopening-fall-2020/>.

## College and Department Policies

College and departmental units may establish their own policies and minimum syllabus requirements. As long as these policies and requirements do not contradict the university level requirements, colleges and departments can add them in this section.