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This syllabus represents my current plans and objectives. As we go through the semester, those plans may change to enhance the learning opportunities. Such changes, communicated clearly, are not unusual and should be expected.

Introduction to the TCU Classroom: Faculty Expectations and Student Responsibilities

Instructor Name: Dr. Super Frog

Class location: Rees-Jones 333

Class Meeting time(s): MWF 10:00AM-10:50AM

Office: Sid Richardson 436

Office Hours: MW 9:00AM-9:50AM; F 1:00PM-2:30PM; and by appointment

Telephone: 817-257-5293

Email: super.frog@tcu.edu

Final Exam: Monday, December 14, 2016 from 8:00AM-10:30AM

Our final exam will be cumulative, meaning it will cover all course content discussed throughout the semester. Your preparation for this final exam should begin on the first day of class. One of the best ways for you to prepare for our final exam is to attend class regularly, carefully read/review all course materials, take active notes, and participate actively in all class sessions.

[Note: The TCU Registrar sets our final exam date and time before the semester begins. You can find the full schedule here: http://www.reg.tcu.edu/cal_exam_fall.asp#. TCU final exams are REQUIRED for all classes. Do NOT buy tickets home, book vacations, or otherwise make plans with your family that conflict with your final exam schedule.]

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Required Materials and Additional Resources

You will find the following materials in the TCU bookstore. You should purchase these materials before the first day of class; we will use these materials immediately, and coming to class prepared is crucial to your success in the course.

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Course Description

The description for each class you take at TCU will be different. When you receive your syllabus on the first day of class, this is the portion that will tell you about the subject matter and scope. Some classes have themes or are Service-Learning courses, and it's likely your instructor will talk about that here.

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Prerequisites and Course Requirements

In this portion of the syllabus, you'll find information about prerequisites (or classes you must take before you take this one) and which Core requirements the course fulfills. For example, a course might fulfill your Literary Traditions (LT) requirement, which you must fulfill to graduate. You can find that information here.

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Learning Outcomes

Like the "Course Description," the Learning Outcomes section of the syllabus tells you more information about the course. Rather than giving you more information about the *material* or *content* of the course, however, this section tells you what you'll be able to *do* by the end of the semester. If you make the necessary commitment—putting in time, effort, and dedication—then you'll leave the course being able to employ the skills described in this section.

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Teaching Philosophy and Instructional Methods

Sometimes your instructors may seem like a mystery! Do you ever wonder why they do the things they do? In this section of the syllabus, you can find some of that information. Your instructor might explain, for example, how they think deep learning occurs or what goals they hold for you as a student. It's also possible they'll discuss here the responsibility *you* hold for your own learning.

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Course Policies and Requirements

Attendance

The university attendance policy states that regular and punctual class attendance is essential and that no assigned work is excused because of absence, no matter what the cause. Students representing TCU in a university-mandated activity (sports, band, debate, etc.) that requires missing class should provide official documentation; these absences are excused and you will be allowed to make up the work you missed.

While this is the university-wide attendance policy, individual departments and/or instructors might have additional attendance requirements. You can find that information in this portion of your syllabus. For example, if you're absent for a university-mandated event, your instructor might require you to submit assignments in *advance* rather than after the fact. Or, while university-mandated absences are always excused, your instructor might limit other absences to three or four class periods (sometimes causing you to lose points if you go over the limit). You'll want to read each attendance policy carefully so that you understand your responsibilities.

Grading

In this portion of the syllabus, you'll find information about grading and graded assignments. You might also find some information about how your instructor views grades and grading. For example, some instructors explain that simply fulfilling the *minimum* requirements of the course warrants an average grade (as in C), not an exemplary grade (as in A). Actively participating and completing assignments on time is not something that earns "extra credit" or an automatic A; these things are expected of you since you're enrolled in a collegiate course.

In general, letter grades fall into the following descriptive categories:

A—excellent overall

B—good with some excellent aspects

C—adequate

D—mostly adequate with some unacceptable aspects

F—unacceptable overall

Many TCU instructors use the plus/minus system, which you can find below:

Grading Scale

| | | | | |
|-----------|----------|----------|----------|-----------|
| | 87-89 B+ | 77-79 C+ | 67-69 D+ | 0-59 Fail |
| 93-100% A | 83-86 B | 73-76 C | 64-66 D | |
| 90-92 A- | 80-82 B- | 70-73 C- | 60-63 D- | |

Late Work

Your instructor might have specific policies about late work, though you might also find information about this in the "Attendance" policy. Some instructors may not accept late work at all, while others may accept it with a point or percentage reduction. If there's a specific late work policy, however, you'll want to make sure you understand it.

Communication: Email and Phone

You're going to have questions. When you do, you should communicate them clearly and respectfully. In this section of the syllabus, you'll find information about the best ways to reach your instructor. You might also find information about response times (or, how quickly they'll get back to you) on weekdays and weekends. If your instructor prefers you communicate with them via email, be sure to use clear subject lines and appropriate greetings. If your instructor prefers telephone communication, be sure to identify yourself in your greeting and/or leave a detailed message if they're unable to answer.

Technology in the Classroom

Are laptops, tablets, smart phones, etc. welcome in the classroom? Here's where you'll find out. Some instructors might restrict all technology while other classes might take place in a computer lab; how your instructor chooses to integrate technology (or not) is completely at their discretion. But one thing is for certain: technology should never distract you (or your peers) from learning. Be sure to silence your cell phones before class begins, and stay away from text messages, email, ESPN, Tumblr, Twitter, and Pinterest (and all the other exciting things the Internet has to offer) during class.

Participation and Classroom Community

We all know that there is much more to being part of a class than simply being in a classroom! While showing up is half the battle, it's what you do once you get there that makes all the difference. In this section of a syllabus, you'll find information about what it means to actively participate in the classroom community. Your participation in the classroom community might even be graded, so make sure you pay special attention to the information here.

Some instructors might talk about participation as it related to your future careers saying things like, "Our class will operate in many ways as a 'real world' work environment, and each member of the class is expected to participate professionally: being punctual, meeting deadlines, collaborating, pulling your weight, and respecting your fellow students and me." Other instructors might talk more explicitly about respect saying, "Our classroom is a place where we can share our ideas, thoughts, and questions without fear of being made fun of or embarrassed. Our classroom interaction will be based on respect for all of the writers and readers we encounter this semester. I wish to establish our classroom as a supportive shared space where you can express yourself without sanction, censure, or reprisal."

Pearson LearningStudio/TCU Online

TCU is in the process of switching to a new Learning Management System (LMS), which is essentially a digital space for your courses. We are moving from Pearson LearningStudio (sometimes called "eCollege") to Brightspace D2L, which we'll refer to as TCU Online. Some of your instructors may already be using TCU Online while others may still be using Pearson LearningStudio. As you may imagine, this is a big change on campus, and we all have to work together to make it possible. ALL classes will use TCU Online starting spring 2017.

Both platforms provide an electronic space (kind of like a website, but better) where you can submit assignments, find course documents, review your grades, and even interact with your classmates and instructor. Not every instructor uses the LMS, and the ones who do each use it differently. You'll want to pay special attention to this portion of the syllabus, then, to find out the details for the specific classes you're taking.

If you'd like to check out Pearson LearningStudio and become familiar with it before the semester begins, you can check out Future Frogs, which is a sample LearningStudio site to help you learn the system. You can find it at www.tcuglobal.edu. Just enter the following login ID and password, and "click" around:

Login ID: futurefrog
Password: futurefrog

Statement of Disability Services at TCU

Students who are working with TCU Student Disabilities Services may be entitled to accommodations. If this information applies to you, you'll want to read it carefully. It will appear on every TCU syllabus.

Disabilities Statement: Texas Christian University complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 regarding students with disabilities. Eligible students seeking accommodations should contact the Coordinator of Student Disabilities Services in the Center for Academic Services located in Sadler Hall, 1010. Accommodations are not retroactive, therefore, students should contact the Coordinator as soon as possible in the term for which they are seeking

accommodations. Further information can be obtained from the Center for Academic Services, TCU Box 297710, Fort Worth, TX 76129, or at (817) 257-6567.

Adequate time must be allowed to arrange accommodations and accommodations are not retroactive; therefore, students should contact the Coordinator as soon as possible in the academic term for which they are seeking accommodations. Each eligible student is responsible for presenting relevant, verifiable, professional documentation and/or assessment reports to the Coordinator. Guidelines for documentation may be found at http://www.acs.tcu.edu/disability_documentation.asp.

Students with emergency medical information or needing special arrangements in case a building must be evacuated should discuss this information with their instructor/professor as soon as possible.

Academic Misconduct

TCU takes academic misconduct *very* seriously, so you'll also find this policy on every TCU syllabus. Be sure to read it carefully.

Academic Misconduct (Sec. 3.4 from the Student Handbook): Any act that violates the academic integrity of the institution is considered academic misconduct. The procedures used to resolve suspected acts of academic misconduct are available in the offices of Academic Deans and the Office of Campus Life and are listed in detail in the Undergraduate Catalog (http://www.catalog.tcu.edu/current_year/undergraduate/). Specific examples include, but are not limited to:

- Cheating: Copying from another student's test paper, laboratory report, other report, or computer files and listings; using, during any academic exercise, material and/or devices not authorized by the person in charge of the test; collaborating with or seeking aid from another student during a test or laboratory without permission; knowingly using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release; substituting for another student or permitting another student to substitute for oneself.
- Plagiarism: The appropriation, theft, purchase or obtaining by any means another's work, and the unacknowledged submission or incorporation of that work as one's own offered for credit. Appropriation includes the quoting or paraphrasing of another's work without giving credit therefore.
- Collusion: The unauthorized collaboration with another in preparing work offered for credit.

TCU Campus Resources for Students

TCU Campus Resources for Students: Many resources exist on the TCU campus that may be helpful to students: Mary Coats Burnett Library (257-7117); Center for Academic Services (257-7486, Sadler Hall 1022); the William L. Adams Writing Center (257-7221, Reed Hall 419); Student Development Services (257-7855, BLUU 2003); and Office of Religious & Spiritual Life (257-7830, Jarvis Hall), Campus Life (257-7926, Sadler Hall 2006), and the Counseling, Testing, and Mental Health Center (257-7863, Brown Lupton Health Center).

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Course Schedule

[The schedule below is a sample of a few weeks; many of your instructors will provide a schedule for the whole semester.]

| Day | Date | Topic | Reading | Assignment |
|-----|---------|-------|---------|------------|
| 1 | Aug. 28 | | | |
| 2 | Aug. 30 | | | |
| 3 | Sept. 4 | | | |
| 4 | Sept. 6 | | | |

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