COURSE SYLLABUS TEMPLATE

Required sections are Blue
Recommended sections are Gold

HIGH SCHOOL INFORMATION
School name, address, phone number

FIU INFORMATION
School name, DE website, DE office phone number

INSTRUCTOR NAME & CONTACT INFORMATION
Telephone number, e-mail address, department or school, office location and office hours

COURSE SEMESTER AND YEAR

COURSE NAME, PREFIX & NUMBER, AND COURSE SECTION
The following text is recommended for inclusion:
This is a college level course offered by (insert high school name) through the Dual Enrollment Program at Florida International University.

COURSE DESCRIPTION, PREREQUISITES & COREQUISITES (if any)
The course description, prerequisites & corequisites should be taken from the FIU undergraduate catalog at http://catalog.fiu.edu/

COURSE OBJECTIVES & LEARNING OUTCOMES
The course objectives and learning outcomes will be provided by the assigned FIU Faculty Mentor.

REQUIRED TEXT AND/OR MATERIALS
Required purchases including texts (including ISBN), lab supplies, artistic supplies, professional and ancillary items

COURSE SCHEDULE AND ASSIGNMENTS
A tentative outline that includes major topics, anticipated dates of assignments, performances, artistic submissions, and/or examinations. If course is SACS assessed, include SACS assessment instrument

COURSE REQUIREMENTS AND GRADING POLICIES
Performance measures that will be considered for evaluation in awarding final grades; any policies of the instructor and/or department that may impact a student's enrollment or final grade; how the final grade is to be calculated; attendance standards, if required

* FIU Global Learning courses must meet GL syllabus requirements
FIU’S CODE OF ACADEMIC INTEGRITY
Information available at http://integrity.fiu.edu/

REFERENCE TO THE UNIVERSITY POLICIES ON ACADEMIC MISCONDUCT
Information available at http://integrity.fiu.edu/misconducts.html
The following passage is recommended for inclusion on this topic:

Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly to demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the University. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Student Handbook.

SYLLABUS DISCLAIMER
Instructors retain the right to modify the course syllabus for any reason throughout the semester provided that:

• fair and adequate notice is given to enrolled students either by e mail, in writing, or through online publishing;
• modifications to the syllabus are not arbitrary or capricious; and,
• students are not unfairly disadvantaged by mid semester changes to grading standards, attendance standards, or performance measures.

Modifications must be made in consultation with the mentor.

* FIU Global Learning courses must meet GL syllabus requirements
SYLLABUS CHECKLIST

### REQUIRED INFORMATION

| _____ Instructor Name & Contact Information | _____ Course Prerequisites & Corequisites |
| _____ FIU Information | _____ Course Objectives & Learning Outcomes |
| _____ Course Semester & Year | _____ Required Text and/or Materials |
| _____ Course Name, Prefix & Number | _____ Course Schedule & Assignments |
| _____ Course Section | _____ Course Requirements & Grading Policy |
| _____ Course Description | |

### RECOMMENDED INFORMATION

| _____ High School Information | _____ Syllabus Disclaimer |
| _____ FIU’s Code of Academic Integrity | _____ Other: _______________________________ |
| _____ FIU’s Policy on Academic Misconduct | |

* FIU Global Learning courses must meet GL syllabus requirements
Global Learning Syllabus Checklist

☐ Course Description
Text articulating the global/international/intercultural aspects of course subject matter

☐ GL Boilerplate
Boilerplate text noting that this is an FIU Global Learning course, e.g. “This is a Global Learning Foundations course that counts towards your FIU Global Learning graduation requirement.”

☐ GL Course Outcomes
Separate section labeled, “Global Learning Course Outcomes”—find outcomes in your course’s assessment matrix at https://goglobal.fiu.edu/resources/syllabi-assessments/

☐ GL Assessments
A mixture of traditional and authentic activities that give students opportunities to demonstrate the extent to which they’ve achieved the global learning course outcomes

☐ Active, Collaborative Learning Strategies
Teaching and learning strategies that engage students’ diverse perspectives and involve them in collaborative efforts to analyze and address complex issues

☐ GL Grading Criteria
Grading criteria for global learning activities and assessments, with weights that convey the importance of global learning to the overall course grade

☐ Diverse Content & Readings
Primary and secondary sources that convey multiple perspectives on the course of study

☐ GL Co-curricular Activity
Activities outside of the classroom that help extend and enrich classroom learning—for assistance with co-curricular activities, email OGLI Coordinator, Eric Feldman, efeldman@fiu.edu