



OUACHITA BAPTIST UNIVERSITY

Syllabus Guidelines

(Faculty-Staff Manual, II.B.6)

The course syllabus has become a key document for clarifying and documenting the university's expectations for student achievement. The guidelines below are designed to ensure that these expectations have been carefully considered and effectively communicated for each course.

Instructors teaching credit-bearing courses offered by Ouachita Baptist University, regardless of location, time of offering, or method of delivery, must make available to their students at the beginning of the semester a syllabus consistent with the expectations outlined below. For the residential campus, course syllabi are reviewed by the appropriate program directors, department chairs, and deans, including, for courses in the Ouachita Core, the course coordinator and the Dean of Interdisciplinary Studies. For courses offered through Ouachita Online or through off-campus programs (including concurrent credit offered in high school settings), syllabi are reviewed by the appropriate department chair and dean, as well as the director of the respective program and, in the case of online courses, the Coordinator of Online Course Development.

Required Components: The following information must be included on all university syllabi, though not necessarily in this order. Specific formatting decisions are left to the instructor unless a common template has been adopted by the school, department, or program.

- a. university designation (university seal, Ouachita Baptist University, OBU at New Life Church, or Ouachita Online)
- b. course information: course number and title; current term and year; catalog course description; and list of prerequisites, if applicable
- c. instructor name and contact information (i.e., office location, phone number, e-mail address)
- d. office hours or description of availability
- e. university mission statement and learning goals, or link to the Vision, Mission, Values and Learning Goals web page: (<http://www.obu.edu/about/vision-mission-and-values/>)
- f. program learning goals
- g. course-level student learning objectives (must include those approved through the curriculum review process)
- h. required textbook(s) and/or other instructional materials

- i. summary of course requirements and assessments (including, as appropriate, due dates for major assignments, exams, papers, etc.)
- j. scheduled final exam time for the course
- k. grading scale
- l. attendance expectations and, if applicable, consequences of absences (including the responsibility of students to notify instructors in advance of upcoming university-approved absences)
- m. approved syllabus statement explaining the Covenant on Academic Honor
- n. approved syllabus statement on accommodations for students with disabilities
- o. tentative outline of course material (may be weekly or in order of material)

Suggested Components: Individual instructors, departments, and schools may want to consider including the following information.

- p. additional unit designations (i.e., school, department, program)
- q. policy on use of electronic devices
- r. bibliography of additional resources beyond required texts (e.g., reading lists, websites, recorded materials, etc.)
- s. information about assistance available through the Speer Writing Center, the Academic Success Center, the Library, online tutorials, etc.
- t. additional information needed for specialized accreditation, if applicable

Instructors may make minor adjustments to the schedule and assignments as needed, but major changes to the syllabus after it has been distributed are discouraged. In extraordinary circumstances (e.g., a lengthy, unanticipated absence of the instructor), instructors are encouraged to consult with their department chair or dean regarding major changes to the syllabus.

Deans are responsible for ensuring that an electronic copy of each syllabus for each course and section offered is saved on the M drive in the appropriate folder by the end of the first week of class for each term. Directors of off-campus and online programs are responsible for doing the same.