



**PREFIX NUMBER: COURSE TITLE  
SEMESTER, YEAR**

*COURSE PREFIX AND NUMBER is a required course for DEGREE PROGRAM/CERTIFICATION PROGRAM*

**College of Education, Department of DEPARTMENT NAME**

**Instructor:** INSTRUCTOR NAME  
OFFICE LOCATION  
P.O. Box BOX # Huntsville, Texas 77341  
PHONE NUMBER  
EMAIL ADDRESS  
Office hours: OFFICE HOURS

**Class Format:** COURSE FORMAT AND ADDITIONAL INFORMATION IF NECESSARY

**Class day and time:** DAY/TIME

**Class location:** LOCATION

**Course Description:** COURSE DESCRIPTION FROM COURSE CATALOG

**Textbooks:** REQUIRED AND RECOMMENDED TEXTS (in APA format)

**Course Objectives:** The following objectives will be met during this course:

1. FACULTY DEVELOPED OBJECTIVES COMMON TO ALL INSTRUCTORS

A matrix that aligns course objectives, activities, assessments, and standards can be viewed at this [link](#).

**IDEA Objectives:** The instruction in this course will address the following major objectives (as assessed by the IDEA course evaluation system):

**Essential:** LIST ESSENTIAL OBJECTIVES

**Important:** LIST IMPORTANT OBJECTIVES

**Course/Instructor Requirements:** ADDITIONAL COURSE/INSTRUCTOR SPECIFIC REQUIREMENTS (E.G. FIELD EXPERIENCE)



## **Course Outline**

### **Assignments**

LIST AND DESCRIBE ASSIGNMENTS STUDENTS WILL COMPLETE

### **Grades**

DESCRIBE HOW STUDENTS' GRADES WILL BE CALCULATED

### **Schedule**

PROVIDE AN OUTLINE OF COURSE ACTIVITIES, INCLUDING ASSIGNMENT DUE DATES

## Student Guidelines

### University Policies

- SHSU Academic Policy Manual-Students
  - [Procedures in Cases of Academic Dishonesty #810213](#)
  - [Disabled Student Policy #811006](#)
  - [Student Absences on Religious Holy Days #861001](#)
  - [Academic Grievance Procedures for Students #900823](#)
- SHSU Academic Policy Manual-Curriculum and Instruction
  - [Use of Telephones and Text Messagers in Academic Classrooms and Facilities #100728](#)
  - Technology during instruction: INSTRUCTOR'S POLICY ON TECHNOLOGY USE DURING INSTRUCTION
  - Technology during exams: INSTRUCTOR'S POLICY ON TECHNOLOGY USE DURING EXAMS
  - Technology in emergencies: INSTRUCTOR'S POLICY ON TECHNOLOGY USE IN EMERGENCIES
- Visitors in the Classroom- Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance.

### Attendance

ATTENDANCE EXPECTATIONS

### Course Expectations

COURSE EXPECTATIONS NOT ADDRESSED IN OTHER SECTIONS (E.G. PARTICIPATION, PROFESSIONALISM, ETC.)

### Bibliography

- REFERENCES USED IN CREATION OF SYLLABUS (APA FORMAT)

## College of Education Information

### Accreditation

The programs within the SHSU College of Education have the distinction of receiving accreditation and national recognition from multiple accrediting bodies. All educator certification programs, including teaching and professional certifications, have received ongoing accreditation from the Texas Education Agency ([TEA](#)). Additionally, the educator preparation program has been accredited by the Council for the Accreditation of Educator Preparation ([CAEP](#)-formerly NCATE) since 1954. Many of the educator preparation concentration areas have also chosen to pursue national recognition from their respective Specialized Professional Associations ([SPA](#)), signifying the program is among the best in the nation. The programs within the Department of Counselor Education have also received accreditation from the Council for Accreditation of Counseling and Related Educational Programs ([CACREP](#)).

### Course and Program Evaluation

Near the end of the semester, students are asked to take part in the University's adopted course evaluation system, IDEA. The assessments are completed online and instructions are emailed to each student. Students' assessments of courses are taken and are systematically reviewed by the Dean, Associate Deans, Department Chairs, and individual faculty members. Only after the semester has completed are faculty members allowed to view aggregated results of non-personally-identifiable student responses.

The College of Education conducts ongoing research regarding the effectiveness of the programs. Students receive one survey in the final semester prior to graduation regarding the operations of the unit during their time here. A second survey occurs within one year following completion of a program, and is sent to students and their employers. This survey requests information related to students' quality of preparation while at SHSU. Students' responses to these surveys are critical to maintaining SHSU's programs' excellence.