

Note: Requirements for courses with clinical hours adhere to our Definition of the Credit Hour 3.5.12a



UNIVERSITY
of MOBILE

Higher Education for a Higher Purpose

University of Mobile
SYLLABUS OUTLINE

SEMESTER, YEAR:

COLLEGE or SCHOOL:

DEPARTMENT:

FACULTY: *(Include office location, telephone number, e-mail address, office hours, and other information)*

COURSE NUMBER AND TITLE:

CREDIT: ___ SEMESTER HOURS

DEFINITION OF CREDIT HOUR: One credit hour is equivalent to fifteen hours of faculty instruction and a minimum of thirty hours of student reading and work on other assignments in addition to class time. Online classes involve equivalent amounts of time for instruction and coursework or otherwise demonstrate student mastery of concepts through assessments, which are appropriately mapped to course learning outcomes.

PREREQUISITE: (If any)

COURSE DESCRIPTION: *(Catalog statement)*

WRITING INTENSIVE CRITERIA: *(Include for courses designated as Writing Intensive.)*

This course is designated as Writing Intensive, and fulfills the following WI criteria: Students are required to write at least 10 pages (3,000 words) of graded written work, and writing assignments comprise at least 25% of the final course grade. Students will revise at least one writing assignment in response to instructor feedback and may be required to involve Tutor.com and/or the Writing Center in the revision process.

OBJECTIVES: This section of the syllabus should list (1) the learning objectives of the course, (2) any applicable core competency objectives (reading, writing, mathematics, oral communication, critical thinking), and (3) any objectives relating to the integration of the UM core values: Christ-centered, Academically-focused, Student-devoted, and Distinctively-driven.

TEXTBOOK(S) AND OTHER MATERIALS:

REQUIRED ACTIVITIES:

EVALUATION: *(Grading policies and grading scale)*

ATTENDANCE POLICY:

DROP DATE: *(Determined by UM's Registrar's Office)*

ADA STATEMENT:

It is the policy of the University of Mobile to provide reasonable accommodations for persons with disabilities as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Eligibility for services requires prior documentation of the disability. The Student Support Services Coordinator, (251-442-2284), coordinates services for students with disabilities and is an accommodation resource for faculty and administration.

ONLINE COURSE SITE:

A course site for this section can be found in Canvas, accessible through UM Self-Service at umobile.edu/selfservice under Essentials on the left sidebar. Faculty members may assign online tests that require identification verification measures. These measures may require additional fees. In order to comply with the Higher Education Act, which requires verification of student identity in online work, all online coursework must be submitted from the student's official University e-mail account or through secure login and passcode within Canvas.

TUTORING AND WRITING ASSISTANCE:

Tutoring in a variety of areas and writing assistance are available free of charge to UM students through UM's Student Success Center. Use the link below to schedule an appointment with a tutor. Walk-Ins will be served as tutors are available (see schedule at link): <https://umobile.edu/tutoring/>. Additionally, Tutor.com, a 24/7 online tutoring service, is available to students enrolled in online courses. It is accessible within Canvas course sites of online sections.

COURSE OUTLINE:

FINAL EXAM SCHEDULING: The final exam for this section is scheduled for: _____ Students are expected to take the final exam on the scheduled exam date. Students enrolled in face-to-face classes need to make all travel arrangements to accommodate the date of the final exam. The final exam should not be given early. Students who find that they will not be able to take the final exam on the scheduled exam date may request an exception using the Change to Examination Schedule Request form. Such requests require approval of instructors and advisors and must be submitted to the Office for Academic Affairs by 5:00 p.m. on the Thursday of the eleventh week of the semester. Students enrolled in courses that conclude before the end of the term should submit such requests at least three weeks before the final exam date.

STUDENTS ENROLLED IN PROGRAMS LEADING TO LICENSURE: Students enrolled in, or wishing to enroll in, programs leading to licensure should notify UM's Registrar's Office of any address changes, even if these are made online through Self-Service. Licensure programs may be specific to certain states, and moving to another state could affect your ability to pursue such a license. Notifying the Registrar's Office will initiate subsequent notification to your Academic Advisor and the Dean under which the licensure program falls. If you are not sure whether your program leads to licensure, consult with your Academic Advisor or Dean.

LIBRARY ACCESS: Students who are unable to login to the online component of the J. L. Bedsole Library from their computers should contact a librarian through the ASK A LIBRARIAN BUTTON on the front page of the library site, which is accessed at <https://umobile.edu/library/>. The librarians will need the students to provide the following information: name, student id, local address and phone number, and UM email address.

ACCOUNT BALANCES: Fall 2023 tuition and fee charges are due by July 31; Spring 2024 by January 2; and Summer 2024 by the first day of class. Students must have a zero balance or an approved payment plan on record by this date. Unpaid balances may result in the discontinuation of university services, participation in university activities, and, ultimately, in enrollment. Students should examine their current charges on a regular basis in UM's Self-Service umobile.edu/selfservice. Any questions should be brought to the attention of Mrs. Lona Brown at lbrown@umobile.edu or (251) 442-2421.

OTHER: *(Any additional information such as Tentative Schedule and the following suggested statement: "Students will be required to adhere to the academic integrity policy and the dress code, which can be found in the Student Handbook. Please practice common courtesy by silencing and stowing away cell phones during class periods.")*

Revised 06.26.23 (updated to include current Account Balance due dates and account access information.)