Vita and Syllabi Requirements

Angelo State University Dual Credit Symposium
A document that summarizes the career and qualifications of the instructor of record, set by Texas Administrative Code 4.227, which must include:
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- All institutions of higher education attended, with the degree(s) earned.
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- All institutions of higher education attended, with the degree(s) earned.
- **All previous higher education teaching positions, including the names of the institutions, the position, and beginning and ending dates.**
A document that summarizes the career and qualifications of the instructor of record, set by Texas Administrative Code 4.227, which must include:

- All institutions of higher education attended, with the degree(s) earned.
- All previous higher education teaching positions, including the names of the institutions, the position, and beginning and ending dates.

- **A list of significant professional publications** (discipline-related refereed papers/publications, books/book chapters, and juried creative performance accomplishments) relevant to the academic positions held, including full citation data for each entry.
Vita, continued

A document that summarizes the career and qualifications of the instructor of record, set by Texas Administrative Code 4.227, which must include:

- The vita may include the instructor’s professional contact information, such as office telephone number, work address, and institutional email address.
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- The vita may include the instructor's professional contact information, such as office telephone number, work address, and institutional email address.
- **Vitae are not required to include personal information about the instructor, such as the home address or personal telephone number.**
Vita, continued

A document that summarizes the career and qualifications of the instructor of record, set by Texas Administrative Code 4.227, which must include:

- The vita may include the instructor's professional contact information, such as office telephone number, work address, and institutional email address.
- Vitae are not required to include personal information about the instructor, such as the home address or personal telephone number.
- **The vita must be posted through Blackboard by an early semester deadline, normally the fourth class day, but may be posted earlier.**
Syllabi

A document that describes the course, with guidelines set by Texas Administrative Code 4.227 and ASU’s Operating Policy OP 06.14 1.e, which must include:
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A document that describes the course, with guidelines set by Texas Administrative Code 4.227 and ASU’s Operating Policy OP 06.14 1.e, which must include:

- A brief description of each major course requirement, including each major assignment and examination.
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A document that describes the course, with guidelines set by Texas Administrative Code 4.227 and ASU’s Operating Policy OP 06.14 1.e, which must include:

- A brief description of each major course requirement, including each major assignment and examination.
- The measurable learning outcomes for the course and the methods for assessing them.
A document that describes the course, with guidelines set by Texas Administrative Code 4.227 and ASU’s Operating Policy OP 06.14 1.e, which must include:

- A brief description of each major course requirement, including each major assignment and examination.
- The measurable learning outcomes for the course and the methods for assessing them.
- **A general description of the subject matter of each lecture or discussion.**
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- A brief description of each major course requirement, including each major assignment and examination.
- The measurable learning outcomes for the course and the methods for assessing them.
- A general description of the subject matter of each lecture or discussion.
- Lists of any required or recommended readings.
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- A brief description of each major course requirement, including each major assignment and examination.
- The measurable learning outcomes for the course and the methods for assessing them.
- A general description of the subject matter of each lecture or discussion.
- Lists of any required or recommended readings.
- **The criteria for grade determination.**
A document that describes the course, with guidelines set by Texas Administrative Code 4.227 and ASU’s Operating Policy OP 06.14 1.e, which must include:

- A brief description of each major course requirement, including each major assignment and examination.
- The measurable learning outcomes for the course and the methods for assessing them.
- A general description of the subject matter of each lecture or discussion.
- Lists of any required or recommended readings.
- The criteria for grade determination.
- **The date and time of the final examination.**
A document that describes the course, with guidelines set by Texas Administrative Code 4.227 and ASU's Operating Policy OP 06.14 1.e, which must include:

- A brief description of each major course requirement, including each major assignment and examination.
- The measurable learning outcomes for the course and the methods for assessing them.
- A general description of the subject matter of each lecture or discussion.
- Lists of any required or recommended readings.
- The criteria for grade determination.
- The date and time of the final examination.
- **Office hours and/or hours of outside-of-class contact.**
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- A brief description of each major course requirement, including each major assignment and examination.
- The measurable learning outcomes for the course and the methods for assessing them.
- A general description of the subject matter of each lecture or discussion.
- Lists of any required or recommended readings.
- The criteria for grade determination.
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- **Statements on university policy.**
Academic Honesty (Code of Student Conduct)

Academic misconduct includes cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, violations of published professional ethics/standards, and any act or attempted act designed to give unfair academic advantage to oneself or another student.
Reasonable accommodations for students with disabilities (ASU OP 10.15, 3.b.)

Faculty members will include in each course syllabus a statement directing students to the Office of Student Affairs to initiate a request for accommodation.

A proposed syllabus statement (long) is here: www.angelo.edu/services/saem/syllabus-statements.php
A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.