

**Fayetteville State University**  
**College**  
**Department/School**  
**Course Number and Title**  
**Semester/Term Year**

**I. Locator Information:**

Instructor: \_\_\_\_\_  
 Course # and Name: \_\_\_\_\_  
 Semester Credit Hours: \_\_\_\_\_  
 Day and Time Class Meets: \_\_\_\_\_  
 Total Contact Hours for Class: \_\_\_\_\_  
 Email address: \_\_\_\_\_

Office Location: \_\_\_\_\_  
 Office hours: \_\_\_\_\_  
 Office Phone: \_\_\_\_\_

**FSU Policy on Electronic Mail:** Fayetteville State University provides to each student, free of charge, an electronic mail account ([username@broncos.uncfsu.edu](mailto:username@broncos.uncfsu.edu)) that is easily accessible via the Internet. The university has established FSU email as the primary mode of correspondence between university officials and enrolled students. Information from FSU or FSU students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via FSU email. The student is responsible for ensuring the mailbox remains available to receive notifications. FSU is not responsible for issues related to notifications that are not deliverable due to full mailboxes. Inquiries or requests from personal email accounts are not assured of a response.

Rules and regulations governing the use of FSU email may be found at

[https://www.uncfsu.edu/assets/Documents/Office%20of%20Legal%20Affairs/Electronic%20Mail%20Accounts%20\[Rev%2008-18\].pdf](https://www.uncfsu.edu/assets/Documents/Office%20of%20Legal%20Affairs/Electronic%20Mail%20Accounts%20[Rev%2008-18].pdf)

**II. Course Description:** The course description on the syllabus must match the course description in the catalog.

**III. Non-Discrimination Statement:** Fayetteville State University is committed to equality of educational opportunity and employment and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, genetic information or veteran status. Moreover, Fayetteville State University values diversity and actively seeks to recruit talented students, faculty, and staff from diverse backgrounds. Any individual with a concern, grievance or complaint of discrimination or retaliation should utilize the university's policies or the applicable employment related grievance procedures for faculty and ESHRA non-faculty employees. [Policies and Procedures](https://www.uncfsu.edu/faculty-and-staff/divisions-departments-and-offices/division-of-legal-audit-risk-and-compliance/policies-and-procedures) (<https://www.uncfsu.edu/faculty-and-staff/divisions-departments-and-offices/division-of-legal-audit-risk-and-compliance/policies-and-procedures>).

**IV. Disabled Student Services:** In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ACA) of 1990, if you have a disability or think you have a disability to please contact the Center for Counseling & Personal Development in the Spaulding Building, Room 155 (1<sup>st</sup> Floor); 910-672-1203.

**V. Title IX:**Title IX of the Education Amendments of 1972

At Fayetteville State University, we are committed to providing a safe and healthy higher education environment that is free from discrimination and harassment based on sex through compliance with Title IX of the Education Amendments of 1972 which states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Fayetteville State University in compliance with and as required by Title IX of the Education Amendments Act of 1972 and its implementing regulations ("Title IX"), as well as in furtherance of its own values as a higher education institution, does not discriminate on the basis of sex, sexual orientation, gender, gender identity, gender expression, pregnancy other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities. Please scan the QR code or visit [www.uncfsu.edu/title-ix](http://www.uncfsu.edu/title-ix) to learn more.



All Forms of Gender/Sex-Based Discrimination, Violence, Retaliation, and Harassment Are Prohibited

The Title IX Office, in collaboration with other University partners take active measures to ensure that individuals are not denied access to FSU's educational programs, activities, or employment based on their actual or potential parental, family, or marital status; a student's pregnancy, childbirth, false pregnancy, or recovery therefrom; pregnant and parenting students' status; and all other forms of gender/sex-based harassment, violence, retaliation, and/or discrimination. Other forms of Prohibited Sexual Conduct include but are not limited to Sexual Harassment, Sexual Misconduct- such as Fondling or Rape; Relationship Misconduct – such as Domestic or Dating Violence; or Stalking. Prohibited Sexual Conduct incidents may interfere with or limit an individual's ability to benefit from or participate in the University's educational programs or activities. Campus community members who may have experienced any form of Prohibited Sexual Conduct or gender/sex-based discrimination are strongly encouraged to report their experiences so that the University may respond and provide information, support, assistance, and related resources.

Reporting an Incident of Sex/Gender Discrimination or Filing a Formal Complaint –

The University strongly encourages all campus community members to promptly report suspected or known incidents of gender/sex-based discrimination, harassment, and violence including all forms of Prohibited Sexual Conduct to the Title IX Office. Options to send a report, file a formal complaint, or learn more about the application of University policies and procedures regarding Prohibited Sexual Conduct are available online at [www.uncfsu.edu/title-ix-concerns](http://www.uncfsu.edu/title-ix-concerns) and/or by contacting:

Jessica Tuttle (She/Her), Chief Title IX Coordinator  
Barber Building, Office 242 | Phone: (910) 672-2325  
Email: [TitleIX@uncfsu.edu](mailto:TitleIX@uncfsu.edu) | Teams: @TitleIX

Unlike the Licensed Counselors or Licensed Medical Providers, the Title IX Coordinators may be legally obligated to investigate reports of Prohibited Sexual Conduct, and therefore cannot guarantee confidentiality, but a request for confidentiality will be considered and respected to the extent possible.

Campus community members are also encouraged to report incidents of Prohibited Sexual Conduct to FSU's Department of Police and Public Safety at (910) 672-1911 or by visiting the Mitchell Building, or their local law enforcement agency. FSU's Department of Police and Public Safety provides law enforcement and security services 24 hours a day, 7 days a week for students, faculty, staff, alumni, and visitors. Also, FSU's Victim Assistance and Crime Prevention Officers provide specialized services, support, and assistance, and may be reach at (910) 672-1775 or by visiting Office 203 in Williams Hall. For more details, please visit [www.uncfsu.edu/life-fsu/our-campus/campus-safety](http://www.uncfsu.edu/life-fsu/our-campus/campus-safety)

Consulting with the University's Licensed Counselors and Health Care Professionals (Confidential Resources):

FSU recognizes that individuals who have experienced Prohibited Sexual Conduct often want and need a confidential person to talk to who can help them process what has happened, understand the support and resources available to them, and consider their options. Under state and federal laws, and University policies, only certain individuals who have professional status are in legally protected roles that permit them to offer confidentiality to those who consult them. Students who wish to connect with a campus office/employees for confidential support and assistance may contact the Counseling & Personal Development Center ([www.uncfsu.edu/faculty-and-staff/divisions-departments-and-offices/division-of-student-affairs/counseling-and-personal-development-center](http://www.uncfsu.edu/faculty-and-staff/divisions-departments-and-offices/division-of-student-affairs/counseling-and-personal-development-center)) and/or Student Health Services ([www.uncfsu.edu/faculty-and-staff/divisions-departments-and-offices/division-of-student-affairs/student-health-services](http://www.uncfsu.edu/faculty-and-staff/divisions-departments-and-offices/division-of-student-affairs/student-health-services)):

Ms. Dionne Hall (She/Her)  
Director, Counseling & Personal Development Center  
Spaulding Building, Room 167  
Phone: (910) 672-1222 | Email: [counselingservices@uncfsu.edu](mailto:counselingservices@uncfsu.edu)

Ms. Vinette Gordon (She/Her)  
Director, Student Health Services  
Spaulding Building, Room 121  
Phone: (910) 672-1259 | Email: [vgordon@uncfsu.edu](mailto:vgordon@uncfsu.edu)

During the initial consultation, examples of situations where confidentiality cannot be maintained include circumstances when the law requires disclosure of information and/or when disclosure by the University is necessary to protect the safety of others will be discussed. Information shared with these confidential resources typically will not be reported or shared with the Title IX Office. Employees may contact the Employee Assistance Program for similar assistance, support, and resources [www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-human-resources/benefits/employee-assistance-program](http://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-human-resources/benefits/employee-assistance-program)

Please note: additional information, resources, and support may be available through various local, state, and national government agencies, non-profit and private organizations, and related organizations that are not affiliated with the University. Please scan the QR code or visit [www.uncfsu.edu/title-ix-resources](http://www.uncfsu.edu/title-ix-resources) to learn more.



University Employee Reporting an Incident of Prohibited Sexual Conduct –

University administrators at the level of director/department chair or above with knowledge of an incident of Prohibited Sexual Conduct are obligated to report the incident to the University Police (if a crime is involved) and the Title IX Coordinator. Other employees should also report their knowledge of such incidents to the Title IX Coordinator or University Police. The employee reporting the incident is not authorized to investigate or attempt to resolve the incident.

For a complete listing of all Title IX related policies, processes, guidance, resources, and related information please visit the following links: [www.uncfsu.edu/title-ix](http://www.uncfsu.edu/title-ix) and [www.uncfsu.edu/title-ix-policies](http://www.uncfsu.edu/title-ix-policies)

Annual Security and Fire Safety Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, otherwise known as the Clery Act, is a federal law that requires institutions of higher education to provide current and prospective students and employees, the public, and the Department of Education with crime statistics and information about campus crime prevention programs and policies.

FSU's Department of Police and Public Safety gathers reportable crime statistics from Campus Security Authorities and publishes them annually in our Annual Security and Fire Safety Report, in compliance with the requirements of the federal Clery Act. The Department of Police and Public Safety collects this anonymous statistical information from a wide range of campus officials defined by the Clery Act. The statistics include reports to campus officials of sexual offenses occurring on campus or at a University-owned or operated facility.

Our annual report is available at [www.uncfsu.edu/life-fsu/our-campus/campus-safety/annual-crime-reports](http://www.uncfsu.edu/life-fsu/our-campus/campus-safety/annual-crime-reports), and a new edition becomes available each Fall.

An individual who wishes to discuss FSU's Annual Crime Reports should contact the following individual:

Tim Lloyd (He/Him), Clery Compliance Officer/Accreditation Manager  
201 Williams Hall | Phone: 910.672.2462 | Email: [tlloyd8@uncfsu.edu](mailto:tlloyd8@uncfsu.edu)  
[www.uncfsu.edu/life-fsu/our-campus/campus-safety/clery-compliance](http://www.uncfsu.edu/life-fsu/our-campus/campus-safety/clery-compliance)

Recommendations

All students, staff, and campus community members are encouraged to utilize all campus safety tools, resources, and assistance found at [www.uncfsu.edu/life-fsu/our-campus/campus-safety](http://www.uncfsu.edu/life-fsu/our-campus/campus-safety) such as our FSU Live Save smartphone application (<https://www.uncfsu.edu/life-fsu/our-campus/campus-safety/livesafe>) and Bronco Alerts (<https://uncfsu.bbcportal.com/Entry?ReturnUrl=%2fHome>).

**VI. Textbook:** Provide complete bibliographical citation for each required book, including the ISBN #.

**VII. Student Learning Outcomes** – This section should begin with the statement, “Upon completion of this course, students will be able to:” ... (see below). This section focuses on what the course enables students to do (NOT what the instructor does or what the course is intended to do.). If this course meets specific competencies required by accrediting agencies, these competencies should be stated here and identified as such.

Upon completion of this course, students will be able to: (list learning outcomes below)

**VIII. Course Requirements and Evaluation Criteria** - This section should indicate how the student's final grade for the course will be calculated. It must include each of the following:

- a. Grading Scale – The class grading scale must be consistent with the university catalog.
- b. Attendance Requirements – Specify requirements for attendance; for 100- and 200-level classes, specify the number of classes that a student is permitted by the attendance policy.
- c. Graded Assignments --tests, papers, quizzes, reports, group or individual projects, experiments, etc., that will be used to determine student's final grade.
- d. Value of Each Assignment - Specify the percentage of the final grade represented by each individual assignment. (Sections c and d may be combined.)
- e. Policy on Missed or Late Assignments - State policy on missed tests or late submissions of assignments.
- f. Other - Identify any other class policies, rules, regulations (for example penalties for plagiarism) that affect a student's grade should be included here.

**Please note: If these evaluation criteria must be revised because of extraordinary circumstances, the instructor will distribute a written amendment to the syllabus.**

**IX. Academic Support Resources – Site** any academic support resources available in this class. Use of SI, Smarthinking, Criterion, University College Learning Center

**X. Course Outline and Assignment Schedule (The assignment schedule may be on a daily or weekly basis.) The list of assignments in this section should be consistent with the assignments listed above under “Evaluation Criteria.”**

**XI. Teaching Strategies**

**XX. Bibliography** (The bibliography should be reviewed each year to ensure currency.)

**(See below for excerpts from the Policy on Disruptive Behavior in the Classroom. Optional)**

**FSU Policy on Disruptive Behavior in the Classroom (Optional)**

The *Code of the University of North Carolina* (of which FSU is a constituent institution) and the *FSU Code of Student Conduct* affirm that all students have the right to receive instruction without interference from other students who disrupt classes. FSU Core Curriculum Learning Outcome under Ethics and Civic Engagement (6.03): All students will “prepare themselves for responsible citizenship by fulfilling roles and responsibilities associated with membership in various organizations.” Each classroom is a mini-community. Students learn and demonstrate responsible citizenship by abiding by classroom behavior rules and respecting all class members' rights.

The FSU Policy on Disruptive Behavior (see FSU website for complete policy) identifies the following behaviors as disruptive:

1. Failure to respect the rights of other students to express their viewpoints by behaviors such as repeatedly interrupting others while they speak, using profanity and/or disrespectful names or labels for others, ridiculing others for their viewpoints, and other similar behaviors;
2. Excessive talking to other students while the faculty member or other students are presenting information or expressing their viewpoints.
3. Use of cell phones and other electronic devices
4. Overt inattentiveness (sleeping, reading newspapers)
5. Eating in class (except as permitted by the faculty member)
6. Threats or statements that jeopardize the safety of the student and others
7. Failure to follow reasonable requests of faculty members
8. Entering class late or leaving class early on regular basis
9. Others as specified by the instructor.

The instructor may take the following actions in response to disruptive behavior. Students should recognize that refusing to comply with reasonable requests from the faculty member is another incidence of disruptive behavior.

1. Direct student to cease disruptive behavior.
2. Direct student to change seating locations.
3. Require student to have individual conference with faculty member. At his meeting the faculty member will explain the consequences of continued disruptive behavior.
4. Dismiss class for the remainder of the period. (Must be reported to department chair.)
5. Lower the student’s final exam by a maximum of one-letter grade.
6. File a complaint with the Dean of Students for more severe disciplinary action.

**Students who believe the faculty member has unfairly applied the policy to them may make an appeal with the faculty member’s department chair/school associate dean.**