

This document is presented to give an example of how syllabi may be organized. Although each class syllabi is required to contain certain information, each professor is entitled to design their syllabi according to their needs and preference. For additional information see:

<http://www.depts.ttu.edu/ombudsman/students/publications/SyllabusGuide2007.pdf>

**PSS xxxx**  
**Course title**  
**Semester 2xxx**

**Instructor:**  
**Office Location:**  
**Office Hours:**  
**Phone:**

**Class Location:**  
**Laboratory Location:**

**Text:** required or suggested?

Internet site(s):

**Course Description:**  
Give description of course, prerequisites, etc.

**Course Purpose:**  
The purpose of PSS xxxx is to \_\_\_\_\_. Successful completion of PSS xxxx fulfills graduation requirements for \_\_\_\_\_ majors and also may be used to fulfill a minor in \_\_\_\_\_.

**Expected Learning Outcomes:**  
Upon completion of this course, students will be expected to (use Blooms Higher Order Thinking Verbs (see below) as you describe each learning objective. Verbs are ranked in six categories where category 6 (Evaluation Verbs) represent the highest order of thinking):

- A.
- B.
- C.

**Methods for Assessing the Expected Learning Outcomes:**  
Expected learning outcomes will be assessed through the following methods: \_\_\_\_\_  
\_\_\_\_\_.

**Grades/Point Distribution:**

Outline methodology for calculating grades for the class.

**General Information:**

Information on class attendance, make-up quizzes and exams, maintaining learning environment in class, statements on integrity and accommodations of disabilities (see statements below).

**Texas Tech University, Operating Policy and procedures 34.12, Grading**

**Procedures:** It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and high standard of integrity. The attempts of students to present as their own any work not honestly performed (as outlined below) is regarded by the faculty and administration as a most serious offense and renders offenders liable to serious consequences, possibly suspension for the Texas Tech University. Dishonesty of any kind on examinations, quizzes, or written assignments, illegal possession of examinations, use of unauthorized notes during an examination or quiz, obtaining information during an examination from the examination paper or otherwise from another student, assisting others to cheat, alteration of grade records, illegal entry of unauthorized presence in an office, are all instances of cheating. The instructor in a course is responsible for initiating action in each case of dishonesty or plagiarism that occurs in that class. In cases of convincing evidence or of admitted academic dishonesty or plagiarism, an instructor should take appropriate action as described below. Before taking such action, however, the instructor should attempt to discuss the matter with the student. In cases in which guilt is admitted by the student or determined by the instructor, after attempting to contact the student, the offending student may be given a failing grade in a course as a result of academic dishonesty or plagiarism, the instructor should report in writing to the instructor's department chairperson the facts of the case and the action to be taken against the student. The chairperson will provide a copy of the letter to the student, the student's dean, the Student Mediation Center, and the chairperson's dean. The Student Mediation Center shall retain a copy of this report in its discipline files. The student will have the right to appeal the receipt of a failing grade in a course through the established grade appeal procedure. The student may not appeal a failing grade given for a class assignment.

Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor's office hours. Please note instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, you may contact the Student Disability Services office at 335 West Hall or 806-742-2405.

"The University is committed to the principle that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, national

origin, age, sex, or disability, and that equal opportunity and access to facilities shall be available to all". If you require special accommodations in order to participate, please contact the instructor. Students should present appropriate verification from "AccessTECH" located in the Counseling Center. No requirement exists that accommodations be made prior to completion of this approved University process. The URL for AccessTECH is:

<http://www.accesstech.dsa.ttu.edu/default.asp>

### BLOOM'S HIGHER ORDER THINKING VERBS

(numbered in order of difficulty beginning with most basic)

#### 1. KNOWLEDGE

Know  
Define  
Memorize  
Repeat  
Record  
List  
Recall  
Name  
Locate  
Recite  
State  
Relate  
Collect  
Label  
Specify  
cite

#### 2. COMPREHENSION

Restate  
Summarize  
Discuss  
Describe  
Recognize  
Explain  
Express  
Identify  
Review  
Match  
Translate  
Paraphrase  
convert

#### 3. APPLICATION

Exhibit  
Interview  
Apply  
Use  
Dramatize  
Illustrate  
Calculate  
Experiment  
Brainstorm  
Change  
Solve  
Simulate  
Employ  
Demonstrate  
Practice  
Operate  
Show  
Make  
Predict  
relate

#### 4. ANALYSIS

Interpret  
Analyze  
Differentiate  
Compare  
Contrast  
Scrutinize  
Categorize  
Probe  
Investigate  
Discover  
Inquire  
Detect  
Infer  
Inspect  
Classify  
Arrange  
Group  
Organize  
Examine  
Survey  
Dissect  
Inventory  
Question  
Test  
Distinguish  
Diagram  
Point out

#### 5. SYNTHESIS

Compose  
Plan  
Propose  
Produce  
Invent  
Develop  
Design  
Formulate  
Arrange  
Assemble  
Construct  
Create  
Rewrite  
Set up  
Prepare  
Imagine  
Hypothesize  
Incorporate  
Generalize  
Originate  
Predict  
Contrive  
Systematize  
Rearrange  
eliminate

#### 6. EVALUATION

Judge  
Decide  
Appraise  
Evaluate  
Rate  
Compare  
Value  
Revise  
Conclude  
Select  
Criticize  
Assess  
Measure  
Estimate  
Infer  
Deduce  
Score  
Predict  
Choose  
Recommend  
determine