

**Iowa State University College of Veterinary Medicine**  
**DVM Professional Student Syllabus Content**  
ISUCVM Curriculum Committee  
Nov 2012 (updated January 2015)

**1. Basic Information**

- a. Course name and number
- b. Number of credit hours
- c. Time and location

**2. Instructors**

- a. Name of the instructor- in-charge other instructors, course coordinators, teaching assistants, and other facilitators
- b. Contact information for instructors and other teaching personnel
- c. Office hours, locations, email address, phone number of those instructors

**3. Prerequisites**

Help students to realistically assess their readiness for the course by listing knowledge, skills, and experience expected of the incoming student.

**4. Goals and Objectives**

- a. Overview of the course's purpose
- b. Subject matter and how the course fits into the curriculum
- c. General Learning Goals/Competencies. (These statements should describe, in a broad sense, what the students will be able to do as a result of participating in the course.)
- d. Conceptual structure used to organize the course. Why topics are arranged in a given order and the logic of the themes and concepts as they relate to the course structure.
- e. Specific Objectives (2 to 10 statements per goal describing in detail what students will be able to do when the course concludes.)

**5. Course teaching philosophy/ learning activities**

Describe the format or activities of the course including general course teaching philosophy and how the course will be taught specifically (e.g. lecture, case discussion, blended, clinic experience, field work, research projects, etc.)

**6. Textbooks**

- a. Required and/or Recommended Texts/Readings
- b. Additional equipment or materials needed and sources (e.g., glossary of terms and jargon, etc.)

**7. Available Resources**

- a. Instructor recommendations on how to study or take notes
- b. Instructor lead review sessions (frequency, format, times)
- c. Information about resources such as tutoring, study skills help, or relevant laboratories
- d. More in-depth readings, advanced topics, or remedial refreshers
- e. Use or non-use of prior examinations or sample questions

**8. Tests and Grading**

- a. Grading and nature of tests and/or other assignments
- b. Examination Dates (This is particularly important to students.)
- c. Quizzes
- d. Makeup policy
- e. Policy on late work
- f. Policy on Attendance

- g. Grading system:
  - i. Components of the final grade
  - ii. Weights assigned to each component
  - iii. Grading scale and criteria
  - iv. Individual(s) responsible for grading
  - v. Special policies such as extra credit, optional activities, dropping grades, etc.
- h. Any other requirements such as group assignments, individual consultation with instructor, etc.

**9. Course Calendar**

Date:	Topic:	Learning Activity/ Reading/Test or Quiz Due:

**10. Classroom Behavior, Including Computer and IT Classroom use**

The professional behavior conduct in the CVM Honor Code and ISU Policy on student classroom disruption apply <http://www.dso.iastate.edu/sa/issuesconcerns/disruption>

Students are not permitted to have on their person or bring unauthorized written materials or electronic devices of any type into the examination room during written or practical examinations without permission of the instructor. Laptop computers are allowed only in examinations that are given electronically using the appropriate assigned student electronic device. If a student is observed to have an unauthorized electronic device during an examination or any unauthorized materials, the student will be quietly asked or given a written statement to stop their examination and be escorted from the room. At that point, the examination will be retained by the instructor or proctor. The event will trigger a thorough investigation of a possible academic dishonesty violation.

**11. Academic Dishonesty and the Honor Code**

Student conduct follows Iowa State University's policy on academic dishonesty. The instructor/instructor-in-charge observing academic dishonesty reports the student suspected of academic dishonesty to the CVM Office of Academic and Student Affairs Director of Student Programs and/or Associate Dean for Academic and Student Affairs who reports the alleged violation to the Dean of Students Office. The violation also is submitted to the ISU CVM Honor Board. Additional campus- wide policies regarding academic misconduct are found at: <http://www.dso.iastate.edu/ja/academic/misconduct.html>.

**12. Disability Accommodation**

Iowa State University is committed to assuring that all educational activities are free from discrimination and harassment based on disability status. All students requesting accommodations are required to meet with staff in Student Disability Resources (SDR) to establish eligibility. A Student Academic Accommodation Request (SAAR) form will be provided to eligible students. The provision of reasonable accommodations in this course will be arranged after timely delivery of the SAAR form to the instructor. Students are encouraged to deliver completed SAAR forms as early in the semester as possible. SDR, a unit in the Dean of Students Office, is located in room 1076, Student Services Building or online at [www.dso.iastate.edu/dr/](http://www.dso.iastate.edu/dr/). Contact SDR by e-mail at [disabilityresources@iastate.edu](mailto:disabilityresources@iastate.edu) or by phone at 515-294-7220 for additional information.

**13. Harassment and Discrimination**

Iowa State University strives to maintain our campus as a place of work and study for faculty, staff, and students that is free of all forms of prohibited discrimination and harassment. For more information, or if

you believe you are a victim of discrimination or harassment, please visit the following URL for additional guidance: <http://policy.iastate.edu/policy/discrimination/> .

#### **14. Religious, Civic, and Military Accommodations**

There may be times when an academic requirement conflicts with religious observances and practices, or required civic or military duty. If that happens, students may request reasonable accommodation of their religious practices <http://www.eoc.iastate.edu/discrimination/religious>

Civic <http://www.dso.iastate.edu/sa/juryduty>

Military <http://www.veterans.iastate.edu/active-duty#leave>

#### **15. Unforeseen Circumstances and Adaptation of the Syllabus**

Note: Information in the syllabus is subject to change. Changes will be announced in class and posted on the course site on Blackboard Learn or the appropriate Learning Management System.