Tips for Requesting and Providing Syllabi

PennState World Campus

You may be asked to provide a syllabus for any course for which you are requesting a credit transfer to Penn State World Campus. A syllabus is a detailed document provided by a course's instructor that can include an outline of the course material, course policies, grading criteria, and often a schedule of study.

If you need to request a course syllabus and no longer have your instructor's contact information, search the college's directory online. If you do not remember the instructor or if the instructor is no longer there, search the website for the department chair for the subject for which you want a syllabus. Email the chair and/or assistant with your request.

It is important that all necessary information is included in the course syllabus you provide in order to expedite the review process. If the syllabus is not complete, you may be asked to provide additional information.

Penn State faculty look for the following when evaluating course syllabi:

- name of institution
- number of credits for the course
- official course description
- any required co-requisite or prerequisite courses
- grading criteria: what was graded and how much it was worth
- topics covered by class meeting/ schedule of course content (a calendar) with time spent on each topic
- number of exams, paper assignments, and textbooks or required readings
- textbook(s) used with chapters/ sections/topics covered (course content)
- information about any readings besides the textbook

If you have further questions about what information is needed, please review this **sample syllabus**.

Name of Institution

Number of Credits

Course Description

Prerequisite Information

Textbook Information

Assignment Information

PennState
Eberly College of Science

Department *of* Statistics

STAT 200: Elementary Statistics
4 credits

Course description: STAT 200 is a first course in statistics. Students who successfully complete this course will understand basic concepts of data collection, exploratory data analysis, and statistical inference, including common graphical and numerical data summaries, confidence intervals, and hypothesis testing. Students will make connections between probabilistic concepts like the normal distribution and statistical inference. They will recognize various types of data and use appropriate statistical methods to analyze them. They will also gain extensive experience in the use of statistical software to analyze data.

Prerequisite: Placement into MATH 021 or higher

Required materials:

Textbook: Statistics: Unlocking the power of data 2nd edition with WileyPLUS access, Lock et al.

Getting help outside of class:

- **Instructor Office Hours:** Specific to each instructor / section.
- **Shared Office Hours (SOH) through Penn State Learning:** An exact schedule will be posted and announced as soon as it is available.

Course format: There are five 50-minute lectures and five 50-minute active learning labs each week (M-F).

Labs:

- Take place in a computer lab in smaller groups than lecture.
- Students must attend the lab they are scheduled for on LionPath.
- Led by a graduate teaching assistant.
- Students complete a lab activity in pairs or small groups, and then take a quiz in Canvas.
- Each lab is worth 10 points. Keep the best 22 lab scores.
- For university-excuses absences, students must inform graduate TA and get permission for make-ups *one week in advance*. They can make up the lab by attaching the completed lab activity in a Canvas email to the TA before the next lab. The lab will be graded in its entirety.

Homework:

- Assignments correspond to each lecture and are multiple times (Sunday, Tuesday, & Thursday) weekly.
- Assignments are posted in Canvas, completed utilizing WileyPlus.
- Each question can be attempted a total of five times: twice for full credit and three additional times for 80% credit.
- Late submission is permitted for 50% credit (first two attempts) or 40% (next three attempts).
- Last submission allowed is the last day of class.
- Practice problems will be assigned to accompany each homework assignment. These problems are not for credit, but provide a way to practice and learn.
- Each homework is worth 6 points. Keep the best 20.

Exam Information

Exams:

- There are four exams in this course: 3 exams each worth 13% of the final grade, and 1 final exam worth 21% of the final grade.
- The final exam will take place on Monday June 25th (The final exam will not be given early); the other exams will be on: May 24th, June 7th, and June 21st. Your instructor will offer exact details.
- Exams will be held in the testing center.
- Allowed materials are a writing utensil and scratch paper. A formula sheet will be embedded in the exam.
- Calculators and any other electronics are not allowed on exams. We have a zero-tolerance policy for violating this policy.

Conflict / makeup exam policy:

- For students with university approved absences, make-ups must be approved with the course coordinator one week *before the testing period begins*. Granted make-ups will be scheduled on the next available business day.
- For students with last-minute sickness or unavoidable absence, the course coordinator must be contacted *as soon as the unavoidable absence is known*. The unavoidable absence may not be considered legitimate if the student does not contact the course coordinator before the exam. *If* a make-up exam is granted, it will be scheduled on the next available business day.

Final exam: Will be held in the testing center on June 25th. This is the only day the final exam is offered.

Grading Criteria

Course grades:

Assignment group	Points	(Percent)
Final exam	210	(21%)
Three exams	3×130 = 390	(39%)
Lab evaluations (best 22)	10×22 = 220	(22%)
Homework (best 20)	6×20 = 120	(12%)
Instructor-specific points	60	(6%)
Extra Credit	3×5 = 15	(1.5%)
Total	1015	(101.5%)

Final course grades will be assigned following table below:

Letter Grade	Percent Score
A	93%-100%
A-	90%-92.99%
B+	87%-89.99%
B	83%-86.99%
B-	80%-82.99%
C+	77%-79.99%
C	70%-76.99%
D	60%-69.99%
F	0%-59.99%

Class Meeting Topics

Week:	**Monday – LGM work**, LGM Activity due before class ends	**Tuesday – Lab work**, Lab Activity due before class ends	**Thursday – Lab quiz**, Lab Quiz due before class ends	**Friday – LGM Q&A**, Lecture starting the new material
1: Jan 13 – 17	Syllabus, Lecture Ch 1 and 2	Lab Ch 1	Class Survey	Lecture Ch 1and2, LGM Ch 2 due in class
2: Jan 20 – 24	No Classes	Lab Ch 2, Work on Project 1	Lab Quiz Ch 2, Work on Project 1	Lecture Ch 3
3: Jan 27 – 31	LGM Ch 3 due in class	Lab Ch 3, Work on Project 1	Lab Quiz Ch 3, Project 1 Due by 11:59:59pm	Lecture Ch 4
4: Feb 3– Feb 7	LGM Ch 4 due in class	Lab Ch 4, Work on Project 2	Lab Quiz Ch 4, Project 2 Due by 11:59:59pm	Lecture Ch 5 and 6
5: Feb 10 – 14	LGM Ch 5 and 6 due in class	Lab Ch 5 and 6	Lab Quiz Ch 5 and 6	Lecture Ch 7
6: Feb 17 – 21	LGM Ch 7 due in class, check final exam schedule	Lab Ch 7, Work on Project 3	Lab Quiz Ch 7, Project 3 Due by 11:59:59pm	Lecture Ch 8a and b, file for conflict final exam?
7: Feb 24 – 28	LGM Ch 8a due in class	Lab Ch 8a	Work on Project 4	No lecture today, Exam 1: Ch 1-7, no class
8: Mar 3 – 7	LGM Ch 8b due in class, file for conflict final exam?	Lab Ch 8b Work on Project 4	Lab Quiz Ch 8, Work on Project 4	Lecture Ch 9and10, file for conflict final exam?
9: Mar 17 –21	LGM Ch 9 and 10 due in class	Lab Ch 9 and 10, Work on Project 4	Lab Quiz Ch 9and10, Project 4 Due by 11:59:59pm	Lecture Ch 11
10: Mar 24 – 28	LGM Ch 11 due in class	Lab Ch 11	Lab Quiz Ch 9and11	Lecture Ch 12,
11: Mar 31 – Apr 4	LGM Ch 12 due in class	Lab Ch 12, Work on Project 5	Lab Quiz Ch 9and12, Work on Project 5	Lecture Ch 13
12: Apr 7 – 11	LGM Ch 13 due in class	Lab Ch 13, Work on Project 5	Lab Quiz Ch 9and13, Work on Project 5	No lecture today, Exam 2: Ch 8-13
13: Apr 14 – 18	Lecture Ch 14 and 15, LGM Ch14and15 due in class	Lab Ch 14 and 15, Work on Project 5	Lab Quiz Ch 14and15, Work on Project 5	Lecture Ch16
14: Apr 21 – 25	LGM Ch 16 due in class	Lab Ch 16, Work on Project 5	Lab Quiz Ch 16, Work on Project 5	No lecture today, Exam 3: Ch 14-16
15: Apr 28 – May 2	Lecture Ch 17, LGM Ch17 due in class	Lab Ch 17, Work on Project 5	Project 5 Due by 11:59:59pm	Final Review Lecture, LGM Review due in class