

## RESOURCES RELATED TO THE COURSE SYLLABUS

This section is designed as a companion resource to the [TAMU Minimum Syllabus Requirements \(MSR\)](#) and is organized to align with it. MSR also includes a syllabus template annotated to provide helpful information. MSR is also built into the blueprint for all [Canvas](#) course shells.

- **Howdy** – [instructions](#) for required instructor upload of syllabus and CV – see also [EIS - HB 2504 \(tamu.edu\)](#). Howdy is also the source for course rosters and email lists.

- **Accessibility** – Guidelines and links to instructions for creating an accessible electronic syllabus in Microsoft Word and Adobe Acrobat PDF. (see page 2 of [MSR](#))

- **Catalogs** – course descriptions required for syllabus

- **Export Controls & Distance Education** - [Export Control Office](#), Division of Research, [exportcontrols@tamu.edu](mailto:exportcontrols@tamu.edu)

- **Office Hours** – “During fall 2021, faculty members will have the option of holding office hours online, face-to-face, or both. Regardless of the method, instructors should schedule an adequate amount of time for office hours so that students can get assistance. Office hours and method should both be indicated on the syllabus at the start of the semester. Directions for scheduling office hours through Zoom are available [here](#).”

- **Attendance Policy** – see page 5 of [MSR](#), [Student Rule 7](#)

- **Aggie Honor System Office** – information and support for academic integrity

- **Learning Outcomes** (see [page 3 of the MSR](#)) – “A learning outcome is a statement regarding what the student will know or be able to do upon successfully completing the course. It must be both observable and measurable. The outcomes may include competencies developed in the course.” – source: [TAMU MSR](#) (for assistance, contact Center for Teaching Excellence [cte@tamu.edu](mailto:cte@tamu.edu))

- **Textbooks and Course Materials** – Log in to the Adoptions & Insights portal in Howdy to list any course material needs you have for your class, including supplies. Log in to their website at [tamubookstore.com](http://tamubookstore.com) to verify your materials. Email [textbooth@tamu.edu](mailto:textbooth@tamu.edu) with any necessary changes ASAP.

- **Disability Resources** – see [Faculty Resource Guide](#) and [Services](#)

- **Course Material on Reserve at University Libraries** – Requests for eReserves and eBooks can be made through the [Course Reserves](#). Faculty can also visit [Request for Textbook or Course Reading](#) for textbook and course reading requests, as well as additional seats for an eBook already in the collection. Go to [Request Streaming Media](#) for audio or video requests.

- **Academic Calendar** – source for required course calendar dates, see also [Final Exam Schedules](#) and [Interfaith Calendar](#) – also see [Faculty Handbook](#) pages-10-11, [Standard Lecture Times](#)

- **Title IX at Texas A&M** -(Department of Civil Rights & Equity Investigations) – more information regarding institutional policy statement in [TAMU Minimum Syllabus Requirements](#) (see page 6)

