



The UNIVERSITY of OKLAHOMA
GALLOGLY COLLEGE OF ENGINEERING
SCHOOL OF COMPUTER SCIENCE

READ ME 1. This Document Details the Course Content (Syllabus)
2. Cells with a red triangle contain a note; hover to read it.

1	Course Code	CS3203								
2	Course Name	Software Engineering								
3	Version	1.3								
4	Name(s) of Academic Staff	Instructor	Abdulahak, Mansoor	Email	m.hak@ou.edu					
		Teaching Assistant	Petersen, Thomas	Email	Thomas.F.Petersen-1@ou.edu					
		Teaching Assistant		Email						
5	Semester	Spring								
6	Year	2026	Start Date	1/19/26						
7	Program Level	BS								
8	Prerequisite Course	Math 1503 and (CS 2413 or CS 2414) and ENGR 2002 Professional Skills for Engineers								
9	Contact Hours	Delivery Methods		Hour per week	Implementation	Date	Time	Location		
		In-Person (Student Center Learning) Activities	Lecture	3 units	(3 hour(s) per week)	MWF	11:00 am - 11:50 am	Gallogly Hall 127		
			Tutorial	0 units	(0 hour(s) per week)					
			Laboratory	0 units	(0 hour(s) per week)					
			Supervision	0 units	(0 hour(s) per week)					
			Online Learning	0 units	(0 hour(s) per week)					
			Out Class	6 units	(6 hour(s) per week)					
			Students Hour□ (Instructor)	2 units	(2 hour(s) per week)	MW	09:50 am - 10:50 am	Devon Energy Hall 234 or Virtually		
			Students Hour□ (Teaching Assistant)	2 units	(2 hour(s) per week)	MW	02:00 pm - 03:00 pm	Virtually		
Final Exam	0 units	(2 hour(s) per Sem)	F May 15	01:30 pm - 03:30 pm	Gallogly Hall 127					
10	Course Description	This course focuses on modern software engineering techniques used in the development of software products. You will learn how software products are developed incrementally using agile methods, executes on the cloud, security is critical and it will be maintained and managed by a DevOps team. Within a group format, you will employ these concepts to design and document software products, as well as explore topics related to professional ethics, responsibility, and legal issues.								
11	ABET Student Outcomes	By the end of semester, students should be able to:								
		ASO 3	Communicate effectively in a variety of professional contexts.							
		ASO 4	Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.							
		ASO 5	Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.							
		N/A	N/A							
		N/A	N/A							
12	Assessment Methods	Methods	Item	Weighting	ASO 3	ASO 4	ASO 5	N/A	Letter Grades	
		Project	Ticket1_ProductVision	5%	√				≥ 90	A
			Ticket2_ScrumPlan	5%			√		80-89	B
			Ticket3_CodeManagement	5%	√				70-79	C
			Ticket4_ArchitectureDesign	5%	√				60-69	D
			Ticket5_SprintExecution	30%			√		< 60	F
		Assignments	ASSIGN1_USECASE	10%		√				
			ASSIGN2_TESTCASE	10%		√				
Midterm Exam	Multiple Choice	10%	√	√						
Final Exam	Free Response	20%	√	√						
13	Learning References	Total	100%							
		Required 1	Sommerville, I (2019), Engineering Software Products: An Introduction to Modern Software Engineering, 1st edition, Pearson Education							
		Supplementary 2	David Kung. (2024). Software Engineering, 2nd Edition. McGraw Hill.							
		Supplementary 3	Sommerville, I. (2015). Software Engineering. Addison-Wesley.							
		Supplementary 4	Pressman, R. S., & Maxim, B. R. (2019). Software Engineering: A Practitioner's Approach.							

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READ ME

1. This Document Details the:
 a) **Week:** Indicates the number of the week., b) **Chapter:** The chapter from the required textbook., c) **Syllabus:** The specific topic to be discussed.,
 d) **Class Activity:** We have 3 sessions each week; the number indicates the session (e.g., 1 indicates activities during the 1st session).
 e) **SWEBOK v4.0:** Refers to the Software Engineering Body of Knowledge, version 4.0, which outlines the knowledge areas covered this week.,
 f) **Assessment Method:** The type of assessment (e.g., quiz, assignment) assigned for this week, g) **Total Marks:** The weight or points assigned to this week's activities
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Week	Chapter/Topic	Syllabus	Class Activity	SWEBOK v4.0	Assessment Method	Total Marks	
2	Software Products	1.1 The product vision 1.2 Software product management 1.3 Product prototyping	1.1 Introduction 1.2 Communication Activity 1.3 Group forming 2.1 Group Meeting to complete tasks 3.1 Holiday	Software Engineering Professional Practice (KA)	Ticket 1 Group Presentation Evaluation	5	
3	Agile Software Engineering	2.1 Agile methods 2.2 Extreme programming 2.3 Scrum	1.1 Presenting (Ticket 1) 2.1 Introduction 3.1 Group Meeting (Ticket 2)	Software Engineering Management (KA)	Ticket 2 Scrum Plan	5	
4	DevOps and Code Management	10.1 Source code management	1.1 Introduction 2.1 Group Meeting 3.1 Preparing (Ticket 3) Prepare the Git Repository (README) Practice Branching, Squashing, Rebasing and Merging	Software Configuration Management (KA)	Ticket 3 Branching & Merging Video Tutorial		
5	DevOps and Code Management	10.2 DevOps automation 10.3 DevOps measurement	1.1 Introduction 2.1 Group Meeting to complete tasks 3.1 Reviewing (Ticket 3)	Software Configuration Management (KA)	Review Ticket 3	5	
6	Features, Scenarios and Stories	3.1 Personas 3.2 Scenarios	1.1 Introduction (Persona Activity) 2.1 Group Meeting 2.2 Writing Requirements: Stories and Features 2.3 Writing User-Experience Scenarios Clarifying User Goals 3.1 Review product GIT & IaC (README & Backlog)	Software Requirements (KA)	Ticket 5 Code Review Form-1	10	
7	Features, Scenarios and Stories	3.3 User stories 3.4 Feature identification	1.1 Introduction 2.1 Group Meeting 2.2 Discuss the product Feature 3.1 Preparing USE CASE component	Software Requirements (KA)	Assignment 1 Use Case Template (PeerReview Form)	10	
8	Testing	9.1 Functional testing 9.2 Test automation	1.1 Introduction 2.1 Group Meeting 2.2 Discuss the product unit testing 3.1 Preparing TEST CASE component	Software Testing (KA)			
9	Testing	9.3 Test-driven development 9.4 Security testing 9.5 Code reviews	1.1 Introduction 2.1 Group Meeting 3.1 Preparing TEST CASE component	Software Maintenance (KA) Software Quality (KA)	Assignment 2 Test Case Template (PeerReview Form)	10	
10	Spring Break	Spring Break	Spring Break	Spring Break	Spring Break	Spring Break	
11	Software Architecture	4.1 Why is architecture important? 4.2 Architectural design 4.3 System decomposition	1.1 Introduction 2.1 Group Meeting 3.1 Design the product architecture	Software Architecture (KA)	Midterm	10	
12	Software Architecture	4.4 Distribution architecture 4.5 Technology issues	1.1 Introduction 2.1 Group Meeting 3.1 Reviewing product unit testing (Progress Sprint 1-2)	Software Design (KA)	Ticket 5 Code Review Form-2	10	
13	Cloud-based Software	5.1 Virtualization and containers 5.2 Everything as a service 5.3 Software as a service 5.4 Multitenant and multi-instance systems 5.5 Cloud software architecture	1.1 Introduction 2.1 Group Meeting 3.1 Preparing Everything as Services	Software Construction (KA) Software Engineering Operations (KA)			
14	Microservices Architecture	6.1 Microservices 6.2 Microservices architecture 6.3 RESTful services 6.4 Microservice deployment	1.1 Introduction 2.1 Group Meeting 3.1 Presenting (Ticket 4)	Software Construction (KA) Software Engineering Operations (KA)	Ticket 4 Architectural Design	5	
15	Security and Privacy	7.1 Attacks and defenses 7.2 Authentication 7.3 Authorization 7.4 Encryption 7.5 Privacy	1.1 Introduction 2.1 Group Meeting 3.1 Develop the product Sprint 2	Software Security (KA)			
16	Reliable Programming	8.1 Fault avoidance 8.2 Input validation 8.3 Failure management	1.1 Introduction 2.1 Group Meeting 3.1 Develop the product Sprint 2	Software Engineering Professional Practice (KA)			
17	Pre-finals week	Code Review Sprint 2	Code Review Sprint 2	Software Engineering Professional Practice (KA)	Ticket 5 Code Review Form-3	10	
18	Exam	Relax Week	Do nothing		Final Exam	20	
19	Have great holidays						
Total Marks						100	

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1. This Document Details the:
READ ME a) **Week:** Indicates the number of the week., b) **Topic:** The chapter from Section 2.1 of the textbook, focusing on the specific topic to learn, c) **Date:** The specific start date of the week,
d) **Hours:** The estimated hours required per week for an average student to complete the activities e) **Questions:** Prepared questions to help you understand the topic,
f) **Skills:** The skills this week aims to help you gain or improve, g) **Comments:** Details of the week's activities, including any deadlines if applicable.

Weeks	Topic	Dates	Hours	Questions	Skills	Comments
2	Software Products	19-Jan	9	01 What is the domain of the System? 02 What is the Purpose and Goals of the System? 03 Who Are the Primary Stakeholders?	Observation Structuring correct Questions Research Understanding others	1. Knowing your classmate schedule to form groups 2. Prepare 2 Multiple Choice Questions (CH1) 3. Ticket 1 Submission (Jan 26th/8:00 am) 4. Presentation Form 5. 360 Feedback Form
3	Agile Software Engineering	26-Jan	9	1. What technologies should we use for design, development, testing, and deployment, and why are they suitable? 2. How do I effectively use these tools? Do I need to enhance my skillset to leverage them? 3. What free and accessible resources are available for learning these technologies? 4. Are there open-source technology alternatives that can be utilized? 5. What are the key artifacts required for product development? 6. Who is responsible for each task in the project? 7. What are the deadlines for each deliverable?	Adoption Fast Learning Planning Time Control Team Player	1. Identifying the group skills (who is good at what) 2. Prepare 2 Multiple Choice Questions (CH2) 3. Ticket 2 Submission (Feb 4th/8:00 am) 4. Evaluation Form 5. 360 Feedback Form
4	DevOps and Code Management	2-Feb	9	01 What is branching strategy? 02 What practices are followed when creating and reviewing pull requests? 03 How to commit a clear and descriptive messages? 04 How to merge the code and what are the conflicts might arise? 05 How is versioning handled and what is the process for managing releases? 06 Review, Squash and Rebase and identify the differences with Commit in GIT.	Organizational Skills Version Control Knowledge Transfer	1. Finding my code mate within my group 2. Ticket 3 Submission (Feb 09th/8:00 am) 3. 360 Feedback Form
5	DevOps and Code Management	9-Feb	9	01 What aspects of the software development lifecycle (SDLC) or infrastructure are currently automated, and to what extent? 02 What is DevOps and why I should know? 03 What tools and technologies are being utilized for automation in the DevOps pipeline? 04 How is continuous integration CI and continuous deployment CD (CI/CD) implemented in the development process? 05 What key performance indicators (KPIs) or metrics are currently being measured in the DevOps pipeline?	Preparing README to setup the DevOps Scripting and Programming Configuration Management Monitoring and Logging	1. Prepare 2 Multiple Choice Questions (CH10) 2. Submit Ticket 3 Review (Feb 13th/11:00 pm) 3. Prepare a README.md file check this link https://ttiloid.com/p/readme-md-the-ultimate-guide 4. Submit README & Backlog screenshot (Feb 20th/11:00 am)
6	Features, Scenarios and Stories	16-Feb	9	01 What Are the Functional/Non Requirements? 02 What Data is Involved? 03 What Are the Existing Workflows and Processes? 04 What Are the Legal and Regulatory Requirements? 05 What Are the User and Customer Expectations?	System Analysis and Design Leadership Creativity	1. Prepare 2 Multiple Choice Questions (CH03) 2. Use Case (Check Use-case Template) 3. Ticket 5 Code Review Form 1-1 (Feb 20th/11:00 am)
7	Features, Scenarios and Stories	23-Feb	9	06 What Are the Pain Points and Challenges? 07 What Are the Future Trends and Needs? 08 What Are the Constraints? 09 What is the System's Scalability and Growth Potential? 10 How Will the System Be Maintained and Supported?	Programming Proficiency Domain Knowledge Attention to Detail	1. Submit Assignment 1 (Mar 02nd/11:00 am) 2. Submit Assignment 1 Peer Review (72 hours from 1.)
8	Testing	2-Mar	9	01 What Is the Expected Behavior? 02 What Are the Test Cases? 03 How Can the Code Fail? 04 What Is the Minimal Code to Pass the Tests?	Understanding of Testing Principles Refactoring and Code Design Continuous Learning	1. Prepare 2 Multiple Choice Questions (CH09)
9	Testing	9-Mar	9	01 Is the code easy to read and understand? 02 Are variable and method names descriptive? 03 Are there comments where necessary to explain complex logic? 04 Are functions/methods appropriately sized and focused on a single responsibility? 05 Is the code efficient, how to improve it?	Technical Proficiency Empathy (understanding the coder is a human)	1. Submit Assignment 2 (Mar 13th/11:00 am) 2. Submit Assignment 2 Peer Review (72 hours from 1.)
10	Spring Break	16-Mar		Make sure to take a well-deserved break!	Self-Compassion Time Management	
11	Software Architecture	23-Mar	9	01 What are the main user interactions or use cases to be represented in the sequence diagram? 02 Which objects or components are involved in the sequence, and what roles do they play? 03 What messages or events are exchanged between objects during the sequence? 04 Are there any decision points or conditional branches in the sequence of events? 05 Does the sequence diagram cover the complete lifecycle of the interaction, including initiation and termination?	Design Modeling Communication Problem-Solving	1. Prepare 2 Questions (CH 4) 2. Midterm (Mar 23rd-27th/11:00 am)
12	Software Architecture	30-Mar	9	01 What are the main entities or classes in the system? 02 What attributes and methods are associated with each class? 03 What relationships exist between classes? 04 What are the main components or modules of the system? 05 Are there any dependencies or associations between components?	Understanding of Software Architecture Object-Oriented Analysis and Design (OOAD) Critical Thinking	1. Submit URL to Unit Test & Backlog (Mar 30th-April 03rd/11:00 am) 2. Ticket 5 Code Review Form 1-2 (April 3rd/11:00 am)
13	Cloud-based Software	6-Apr	9	01 Differences between on-premises and cloud 02 What is cloud computing? 03 Cloud computing: Deployment Model 04 Cloud Computing: Service Model	Understanding of Software Architecture Object-Oriented Analysis and Design (OOAD) Critical Thinking	1. Prepare 2 Questions (CH 5) 2. Environment Setup (Check List) 3. Prepare your DevOps check this link in the first part (15min) https://youtu.be/f5EpcWp0Thw?si=A6IVCwmG15SwvCf
14	Microservices Architecture	13-Apr	9	01 What are Microservices? 02 How Microservices communicate with each other? 03 What are Microservices Challenges?	Understanding of Software Architecture Object-Oriented Analysis and Design (OOAD) Critical Thinking Presentation	1. Submit & Present Ticket 4 (April 17th/11:00 am) 2. Prepare 2 Questions (CH 6) https://www.youtube.com/watch?v=pg19Z8LL06w
15	Security and Privacy	20-Apr	9	01. What security and privacy requirements does our system address? 02. What potential threats or vulnerabilities did we identify, and how did we mitigate them? 03. How do we ensure data privacy and protection for users and stakeholders? 04. What security mechanisms, standards, or best practices did we apply in our design and implementation? 05. What security or privacy improvements would we prioritize in future iterations?	Understanding common attack vectors Risk Assessment	1. Prepare 2 Questions (CH 7) https://youtube.com/watch?v=6WZ65-gmtqY&si=fsv3vduavp2Ng5FF
16	Reliable Programming	27-Apr	9	01 Is the code easy to read and understand? 02 Are variable and method names descriptive? 03 Are there comments where necessary to explain complex logic?		1. Prepare 2 Questions (CH 8)
17	Pre-finals week	4-May	6	How can I use Student Experience Evaluation to make a difference? What Strategies I need to implement in my Revision? Do I need to Seek Clarification?	Ethical Conduct Manage Stress Review and Reflect	1. Ticket 5 Sprint 2 Code Review Form 2 (May 4th-06th/11:00 am)
18	Exam	15-May	2	What did we learn?? How awesome our group work and activity? How can we answer the final exam questions?	Understanding Exam Question Application of Knowledge Clear Communication	Final Exam
19	Have great holidays	18-May				
Total Hours			134			

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Read Me

1. This document outlines the policies for the course, school, and university.
2. Please review it thoroughly before beginning the course or reaching out to the instructor.
3. Note: If any text is in white color, it indicates content not related to this specific course.

1	Instructor	1	About Instructor	Mansoor Abdulhak
		2	Teaching Philosophy	My teaching methods include a variety of up-to-date techniques including active participation via an inverted classroom and experiential learning through project-based instruction and assessment. Through these methods, I seek to make courses imitate the work environment as much as possible in order to best prepare students for their careers.
2	Course	1	Home Page	This class will use Canvas software for our home page. The URL for the home page is http://canvas.ou.edu . Login with your 4+4 using your standard OU password. If you have difficulty logging in, call 325-HELP. This software provides a number of useful features, including a list of assignments and announcements, an electronic mailing list, and grade book. The Canvas course site will be used for all updates. You should check the site regularly.
		2	Grade Checking	Canvas is equipped with a grade book that preserves the raw data utilized for computing your course grade. It is crucial that you routinely verify the accuracy of your recorded grades. In the event of any identified discrepancies or disagreement, promptly notify me via email (follow the policy of Communication), and I shall promptly address and rectify the matter. Keep in mind Notifications must be submitted within the same week as the grade release; otherwise, changes will not be processed.
		3	Deadlines	Unless explicitly stated otherwise specified in writing, please ensure all assignments are submitted by the designated date in the Ticket instructions. In the event of a delay, a 10% deduction will be applied for each class beyond the specified deadline. This policy is in place to maintain fairness and consistency. It's worth noting that, as software engineering professionals, it's our responsibility to ensure timely submission, avoiding any delays that may result in fines for our workplace.
		4	AI Tools	In recognizing the lasting impact of AI tools, I encourage their use to improve your skills on using them. However, given that AI tools are not fully matured, it is the responsibility of the student to evaluate the content generated and learn how to effectively work with AI tools to achieve optimal results. This approach reflects our commitment to adapting and utilizing emerging technologies responsibly in the learning environment. It is essential to note that any direct copy-pasting without reading, understanding, analyzing, and actively working to enhance your skills will be considered academic misconduct.
		5	Exams	Follow the University Final Exam Policies
		6	Ownership of Course Materials	All original content used in this course is owned by Mansoor Abdulhak. This includes but is not limited to exams, lectures, quizzes, handouts, protocols, electronic documents, and syllabi. Original or transcribed content may not be copied, recorded, retransmitted, posted online, or sold without her and/or her expressed, written consent.
3	Class	1	Communication	<p>1.The primary method of communication outside of class will be through a Discord server. The server link will be shared on Canvas. All general questions related to the learning outcomes of the class are encouraged to be discussed openly within the appropriate channels on Discord. However, for questions involving personal matters, participants are welcome to send private messages within the Discord server for a more confidential interaction.</p> <p>2.Urgent announcements will be communicated through Canvas. It is your responsibility to regularly check Canvas for updates.</p> <p>3.For formal communication, please use email to contact me. To facilitate this communication PLEASE, Ensure that you include the semester, the course code ID, the group ID and your Sooner ID (e.g. Spring2026-CS3032-GroupA-123456789) before the subject in your email. Without this information, your message may not be noticed or entertained.</p>
		2	Class Attendance	<p>As part of our commitment to student success, I offer two attendance tracks to accommodate diverse circumstances. The first track follows a traditional attendance policy. The second track, known as the double exam policy, is designed to support students who may face challenges in regular attendance. This alternative option allows students to demonstrate their understanding through exams, providing flexibility for those who may have commitments that prevent consistent attendance. Our aim is to ensure that all students have an opportunity to succeed, regardless of their individual circumstances. It's important to note that the cut-off for selecting your attendance track will be in week one, and switching tracks won't be allowed unless exceptional circumstances arise.</p> <p>Attendance (Track 1): This course follows a synchronous format, requiring your attendance at all scheduled class sessions and labs in person. Exceptions are made for illness, unforeseen caretaking duties, or if you feel uncomfortable being in group settings at the moment.</p> <p>In addition to the aforementioned policy, you have the option to opt for the Double Exam (Track 2) policy. Update your group ID in 3.1 Student List By Week ONE</p> <p>Double Exam (Track 2): Attendance to classes and participation in group activities are not mandatory and won't be calculated. However, your final grade will be determined by a combination of an individual assignments scores and twice the exam score. This calculation will contribute to your overall assessment for the course, with the maximum achievable grade capped at a 'C'. As you will only be evaluated based on the ASO 4 & ASO 6 outcomes. Update your group ID in 3.1 Student List By Week ONE</p>
		3	Classroom Conduct	Disruptions of class will not be permitted. In the case of disruptive behavior, You will be asked to leave the classroom and may charge you with a violation of the Student Code of Responsibilities and Conduct.
		4	Grade	<p>Your final grade will be determined by:</p> <ol style="list-style-type: none"> 1.The assessment methods outlined in the sheet 1. Course Syllabus. 2.Peer evaluations of teamwork, which consider: <ul style="list-style-type: none"> •Your contributions to team assignments •Your support in enabling others to contribute effectively <p>Peer evaluations may significantly impact your final letter grade.</p>
		5	Academic Integrity and Plagiarism	<p>The goal of this course is your learning, so the work you submit must be your own. Write in your own words and cite sources to avoid plagiarism. Group work, tutoring, campus resources, or online tools (including AI) are fine, but your submissions must show your understanding. If you're unsure about academic integrity, ask me. Serious violations can mean a zero on the assignment or even expulsion, so please know the expectations.</p> <p>Visit the OU Integrity Office for more information on what constitutes plagiarism.</p>

University Policies

In this section, you will find the recommended University policies.

Mental Health Support Services: (required)

Support is available for any student experiencing mental health issues that are impacting their academic success. Students can either be seen at the University Counseling Center (UCC) located on the second floor of Goddard Health Center or receive 24/7/365 crisis support from a licensed mental health provider through [TimelyCare](#). To schedule an appointment or receive more information about mental health resources at OU please call the UCC at 405-325-2911 or visit [University Counseling Center](#). The UCC is located at 620 Elm Ave., Room 201, Norman, OK 73019.

Title IX Resources and Reporting Requirement (required)

The University of Oklahoma faculty are committed to creating a safe learning environment for all members of our community, free from sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX. There are resources available to those impacted, including: speaking with someone confidentially about your options, medical attention, counseling, reporting, academic support, and safety plans. If you have (or someone you know has) experienced any form of sex-based discrimination or violence and wish to speak with someone confidentially, please contact [OU Advocates](#) (available 24/7 at 405-615-0013) or [University Counseling Center](#) (M-F 8 a.m. to 5 p.m. at 405-325-2911). Because the University of Oklahoma is committed to the safety of you and other students, and because of our Title IX obligations, I, as well as other faculty, Graduate Assistants, and Teaching Assistants, are mandatory reporters. This means that we are obligated to report sex-based violence that has been disclosed to us to the Institutional Equity Office. This means that we are obligated to report sex-based violence that has been disclosed to us to the Institutional Equity Office. This includes disclosures that occur in: class discussion, writing assignments, discussion boards, emails and during Student/Office Hours. You may also choose to report directly to the Institutional Equity Office. After a report is filed, the Title IX Coordinator will reach out to provide resources, support, and information and the reported information will remain private. For more information regarding the University's Title IX Grievance procedures, reporting, or support measures, please visit [Institutional Equity Office](#) at 405-325-3546.

Reasonable Accommodation Policy (required)

The University of Oklahoma (OU) is committed to the goal of achieving equal educational opportunity and full educational participation for students with disabilities. If you have already established reasonable accommodations with the Accessibility and Disability Resource Center (ADRC), please log into iAdvise to request your semester accommodations as soon as possible and contact me privately, so that we have adequate time to arrange your approved academic accommodations.

If you have not yet established services through ADRC, but have a documented disability and require accommodations, please complete [ADRC's pre-registration form](#) to begin the registration process. ADRC facilitates the interactive process that establishes reasonable accommodations for students at OU. For more information on ADRC registration procedures, please review their [website](#). You may also contact them at (405)325-3852 or adrc@ou.edu, or visit www.ou.edu/adrc for more information.

Note: disabilities may include, but are not limited to, mental health, chronic health, physical, vision, hearing, learning and attention disabilities, pregnancy-related. ADRC can also support students experiencing temporary medical conditions.

Religious Observance (required)

It is the policy of the University to excuse the absences of students that result from religious observances and to reschedule examinations and additional required classwork that may fall on religious holidays, without penalty.

[\[See Faculty Handbook 3.15.2\]](#)

Adjustments for Pregnancy and Related Issues (required)

Should you need modifications or adjustments to your course requirements because of pregnancy or a pregnancy-related condition, please request modifications via the [Institutional Equity Office website](#) or call the Institutional Equity Office at 405/325-3546 as soon as possible. Also, see the Institutional Equity Office [FAQ on Pregnant and Parenting Students' Rights](#) for answers to commonly asked questions.

Final Exam Preparation Period (required)

Pre-finals week will be defined as the seven calendar days before the first day of finals. Faculty may cover new course material throughout this week. For specific provisions of the policy please refer to OU's [Final Exam Preparation Period policy](#).

Emergency Protocol (required)

During an emergency, there are official university [procedures](#) that will maximize your safety.

Severe Weather: If you receive an OU Alert to seek refuge or hear a tornado siren that signals severe weather.

1. Look for severe weather refuge location maps located inside most OU buildings near the entrances.
2. Seek refuge inside a building. Do not leave one building to seek shelter in another building that you deem safer. If outside, get into the nearest building.
3. Go to the building's severe weather refuge location. If you do not know where that is, go to the lowest level possible and seek refuge in an innermost room. Avoid outside doors and windows.
4. Get in, Get Down, Cover Up

5. Wait for official notice to resume normal activities.

Additional [Weather Safety Information](#) is available through the Department of Campus Safety.

The University of Oklahoma Active Threat Guidance (required)

The University of Oklahoma embraces a Run, Hide, Fight strategy for active threats on campus. This strategy is well known, widely accepted, and proven to save lives. To receive emergency campus alerts, be sure to update your contact information and preferences in the account settings section at one.ou.edu.

RUN: Running away from the threat is usually the best option. If it is safe to run, run as far away from the threat as possible. Call 911 when you are in a safe location and let them know from which OU campus you're calling from and location of active threat.

HIDE: If running is not practical, the next best option is to hide. Lock and barricade all doors; turn off all lights; turn down your phone's volume; search for improvised weapons; hide behind solid objects and walls; and hide yourself completely and stay quiet. Remain in place until law enforcement arrives. Be patient and remain hidden.

FIGHT: If you are unable to run or hide, the last best option is to fight. Have one or more improvised weapons with you and be prepared to attack. Attack them when they are least expecting it and hit them where it hurts most: the face (specifically eyes, nose, and ears), the throat, the diaphragm (solar plexus), and the groin.

Please save OUPD's contact information in your phone.

NORMAN campus: *For non-emergencies call (405) 325-1717. For emergencies call (405) 325-1911 or dial 911.*

TULSA campus: *For non-emergencies call (918) 660-3900. For emergencies call (918) 660-3333 or dial 911.*

Fire Alarm/General Emergency: (required)

If you receive an OU Alert that there is danger inside or near the building, or the fire alarm inside the building activates:

1. *LEAVE* the building. Do not use the elevators.
2. *KNOW* at least two building exits
3. *ASSIST* those that may need help
4. *PROCEED* to the emergency assembly area
5. *ONCE safely outside, NOTIFY first responders of anyone that may still be inside building due to mobility issues.*
6. *WAIT* for official notice before attempting to re-enter the building.

[OU Fire Safety on Campus](#)

Office of Access and Opportunity's Belonging Statement (optional)

Why You Belong at the University of Oklahoma: The University of Oklahoma fosters an inclusive culture of respect and civility, belonging, and access, which are essential to our collective pursuit of excellence and our determination to change lives. The unique

talents, perspectives, and experiences of our community enrich the learning, and working environment at OU, inspiring us to harness our innovation, creativity, and collaboration for the advancement of people everywhere.

Course Reflection Survey (optional)

You'll receive a Course Reflection Survey at the end of each semester for each course that you are enrolled in. I strongly encourage you to complete this survey. Your feedback can help me adjust my class for future semesters to help other students be successful. Your feedback is confidential and I will only receive it after final grades are due. Course Reflection Survey results may also factor into teaching evaluations and annual performance reviews and are shared with department and program chairs.

Copyright Statement, for in-person or online courses (optional)

Sessions of this course may be recorded or live-streamed. These recordings are the intellectual property of the individual faculty member and may not be shared or reproduced without the explicit, written consent of the faculty member. In addition, privacy rights of others such as students, guest lecturers, and providers of copyrighted material displayed in the recording may be of concern. Students may not share any course recordings with individuals not enrolled in the class or upload them to any other online environment.

Pre-Finals Week Policy (optional)

During pre-finals week, all normal class activities will continue; however, no assignment, test, or examination accounting for more than 3% of the course grade may be assigned, unless it is assigned in advance of pre-finals week and worth less than 10%, or scheduled at least 30 days prior if worth more than 10%. No activity or field trip may be scheduled that conflicts with another class. There are some exceptions and nuances, so please review the [Final Exam Policies](#) prior to designing your course schedule.