

**Course Code: Course Title****Semester, Year****Course Introduction**

Course Title	
Course Code	
Credit Hours	
Semester & Year	
Pre-requisites	

Class Type	Section	Days	Time	Room

Instructor

Instructor	
Office	
Consultation Hours	
Email	

Mission Map

Mission Based Goals 	Approximate % of Course Content
Global Perspective	
Asian Expertise	
Creative Business & Technology Foundation	
Cross Cultural Competence	
Social Responsibility	
Total	100%

SolBridge Mission & Course Objectives

The prime goal of the course is to deliver the promise of SolBridge. SolBridge has the mission of educating the next generation of Asian Thought leaders. The school aims to instill in our graduates a Global Perspective, Asian Expertise, Creative Management Foundation, Cross Cultural Competence and a sense of social responsibility.

Please provide a brief introduction to the course by emphasizing the relevance and the importance of the course. Also, clearly articulate the course objectives (one to three objective(s))

The objectives of this course are:

- To.....
- To.....

Learning Outcomes

Following successful completion of the course, the participant would be able to:

- CO 1: <outcome statement> <Learning level as per the Bloom's Taxonomy>
- CO 2:
- CO 3:

Course Outcome – SolBridge Mission Matrix

Course outcome s	Learnin g level	Course Outcome Statement	SolBridge Mission Goals ¹					Assessments
			Global Perspectiv e	Asian Expertise	Creative Business & Technology Foundation	Cross Cultural Competence	Social Responsibilit y	
CO 1								
CO 2								
CO 3								
CO 4								
CO 5								

(Please refer to the guidelines to prepare the matrix)

¹ Key: 3 - Imparts Knowledge/Skills, Provides Practice, and Provides Reflection/Experimentation opportunities; 2 – Imparts Knowledge/Skills, and Provides Practice; 1 – Imparts Knowledge/Skills; 0- Does not address

Teaching Methodology

Please provide a brief overview of the pedagogy and expectations from the students.

Course Materials and Readings

Please list down the main textbook(s) if any. Also provide the titles of any additional references (books / papers/ case studies / reports /etc.) if applicable.

Assessment Method & Grading

Please list down all the relevant assessment components that you plan do use for assessing students' learning (Attendance, Assignments, Quiz, Midterm exam, Final exam, Class participation, etc.)

These are the components of the evaluation scheme for this course:

Component	Weight
Total	100%

Please provide a brief description of each component (you might want to include features such as frequency of the assessment component, timing in the semester, mode of assessment, etc.)

Attendance and Class participation

Assignment and Simulation Assignment

Quiz

In-class exercise

Midterm Exam

Final exam

Please state how the grades are assigned (for example as per the SolBridge curve system; add any further details that you might want to include – for example a minimum threshold to pass, special criterion to obtain an A+, mandatory items, etc.)

Session Plan

Please provide a session plan (in tabular format) for the course through the duration of the course (You might want to include Week or Session numbers, Topic of the class, specific learning outcome(s) you intend to achieve at the end of the class/session, pre-class preparations by the student, in-class activities, post-class work by the students, any milestones, etc.)

Academic Integrity

A student fails to act with integrity when they engage in or attempt to engage in any of the following conduct. Failing to act with integrity is a violation of the Code of Conduct.

1. Academic Integrity

Academic integrity and honesty are fundamental to the values of our institution. Academic misconduct by students negatively affects both our academic reputation & quality and our students' learning experience & progress (academic and career). Thus, SolBridge pays utmost importance to academic integrity and honesty and expects all the students to maintain academic integrity in all their academic endeavors.

Students must read the SolBridge Academic Integrity guidelines & rules, the Code of Responsible Conduct, and respective course syllabi carefully to understand what the institution and the course instructors expect in terms of academic integrity and responsible conduct. If the students have any doubt about the appropriateness of any act or conduct, they should reach out to the SolBridge academic affairs team or their course instructors.

2. Academic Dishonesty

Activities that might interfere with the quality of education, pursuit of knowledge, or fair evaluation of a student's performance qualify to be termed as dishonest academic activities. Examples of academic dishonesty includes but not limited to:

3. Cheating in exams and other coursework

Any attempt to use unauthorized materials, study-aids, support or assistance. Examples include but not limited to:

- Copying from another student during examinations or in assignments.
- Allowing another student to copy or collaborate with in exams or assignments when it is not permitted
- Obtaining or using unauthorized information, material, or assistance in quizzes, exams or any academic assignment
- Copying material from other students' reports/ assignments and submitting the same as one's own report
- Creating fictitious interview materials for assignments or reports.
- Failing to follow rules laid out for exams, quizzes, assignments, etc.

4. Plagiarism

SolBridge considers plagiarism as a serious breach of professional ethics. Plagiarism will not be tolerated in any form at SolBridge. Penalties can be as severe as expulsion from the university. To avoid plagiarism, it is always best to do your own work or cite the work of others as appropriate.

5. Copying Textbooks & copyrighted materials

Copying Textbooks and other copyrighted materials without permission of publisher or author is tantamount to theft. Therefore, students are expected to purchase the prescribed books and other materials from the Woosong Bookstore or from other legal sellers. Students violating copyrights will face disciplinary actions. Refer to the disciplinary action section.

6. Fabrication

Submitting deliberately falsified or altered information in any academic exercise. Examples include but not limited to:

- Making up data for field exercises, surveys, experiments, etc.
- Manipulating data while analyzing or using data.
- Artificially generating sources or references.
- Citing nonexistent references.

- Forging signatures.
- Forging attendance records or falsifying attendance records.
- Submitting documents containing false information.

7. Misrepresentation of academic facts and records

Any attempt to misrepresent, falsify, or tamper academic records, documents, and facts. Examples include but not limited to:

- Tampering with student records in any format (digital, paper, etc.).
- Tampering with transcripts, grade sheets, etc.
- Falsifying academic information (related to the enrolled program, grades, etc.) in public forums, CVs, social media, etc.

8. Collusion

Deliberately helping or attempting to help another to engage in dishonest academic activities.

9. Misuse of instructor's course materials

Sharing, copying, posting any course materials (slides, articles, cases, simulations, exams, quizzes, samples, etc.) provided by an instructor without written permission of the instructor.

10. Unauthorized use of another student's work

Obtaining, sharing, posting, editing any other student's work (for example, exams, assignments, quizzes, projects, essays, etc.)

11. Use of Generative AI tools

Using Generative AI tools (such as ChatGPT, Google Bard, GitHub Copilot, AlphaCode, etc.) against the policy laid out by the respective professors in each course. Students are expected to refer to the syllabus for their respective courses to learn about the generative AI policy for the course and are expected to reach out to their course instructors for any clarifications. **Please refer to the AI Usage Policy in the section below.**

Any permitted use of generative AI (for any coursework) needs to be cited by the student in the relevant assignment/report/essay/etc. in the format provided by the course instructor or as follows: "<Prompt>, <name of the tool>, <Version of the tool>, <date when the content was generated>." Failure to do so will attract disciplinary actions.

12. Lying or fraud

Giving false excuses or making false statements. Examples include but not limited to:

- Giving false excuses for not meeting deadlines, or for postponing an exam, etc.
- Marking attendance without attending class sessions.
- Making false statements regarding incomplete assignments, coursework, etc.
- Making false statements or giving false excuses about being late to class or about any inappropriate behavior.

Any act of academic dishonesty (related to any course) will be dealt with as per the following disciplinary procedure:

1. The first instance of the act will result in a "zero" for the assignment or the assessment in question, and a report will be filed with the academic integrity committee. If the assessment in question is the final assessment for the course, then the result is a 'C', 'D' or 'F' grade for the course as per the instructor's discretion. Further actions may be taken by the academic integrity committee based on the severity of the behavior.

2. The second instance of the act will result in a 'fail' grade for the entire course, and a report will be filed with the academic integrity committee. Further actions may be taken by the academic integrity committee.
3. The third cumulative instance or act will result in institutional-level disciplinary action which could include suspension or expulsion from the school.
4. The instructor will report each instance of plagiarism, academic dishonesty and violation of school academic integrity rules to the chair of the academic integrity committee.

Generative Artificial Intelligence (AI) Usage Policy

Please use the SolBridge AI usage policy guidelines to select and state the most appropriate policy that suits your course design. The policy guidelines is made available to all professors.

Appendix

Please feel free to add appendices, if needed (for example, case study questions, instructions for projects, etc.)