UNDERGRADUATE SYLLABUS TEMPLATE

Note: The syllabus template is a suggested outline of items that should be included in each syllabus.

Departmental suggestions take precedence over this template, although the starred items ⊛ are REQUIRED for either accreditation or legal reasons. While <u>required items must be included somewhere in the syllabus as legal and accreditation documentation that students have been informed</u>, the <u>order</u> of syllabus items and the tone of the wording can be adjusted to lead with motivational, high-interest items as long as the meaning is not altered. The word "note" before a section indicates that it is an instruction to the faculty member about syllabus preparation rather than suggested text to students.

_____

PLNU *forward*

Department/School Name

Course Number and Name

Number of Units

Semester & Year

(Items in table below are all ⊛ required.)

Meeting days:	Instructor title and name:
Meeting times:	Phone:
Meeting location:	E-mail:
Final Exam: (day/time)	Office location and hours:
Additional info:	Additional info:

PLNU Mission ⊛

To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

COURSE DESCRIPTION ⊛

Note: Describe the course's purpose and scope; include the standard catalog description as well as an amplified description reflecting the way this particular course is designed.

COURSE LEARNING OUTCOMES ⊛

Note: Course Learning Outcomes (CLO's)–Statements of what students are expected to know, understand and be able to do by the time they complete the course. For students it may be easier to communicate the learning outcomes in language like: *You will* instead of the *student will*. CLOs are more specific learning outcomes that identify learning in an individual course. Course CLOs will be

more detailed and specific than program PLOs however they should be general enough to provide flexibility and accommodate variation in specific content as the field evolves over time. <u>If any PLO's or General Education Learning Outcomes (GELO's) are assessed in the course, the outcome needs to be listed, as well as a brief description of the assessment to be used.</u>

COURSE CREDIT HOUR INFORMATION ⊛ (Online and blended classes only. Fill in the blanks.)

In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a __ unit class delivered over ___ weeks. Specific details about how the class meets the credit hour requirement can be provided upon request.

COURSE SCHEDULE AND ASSIGNMENTS

<u>Note:</u> For each assignment, provide the following things:

- Description: Clear explanation of the assignment
- Requirements: Clearly identify all evaluation requirements for each assignment, including rubrics, if any, for assignments.
- Style standard: APA, Chicago, etc, if applicable.

DATE PRESENTED	CLASS CONTENT OR ASSIGNMENT	ASSIGNMENT DUE DATE

REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

<u>Note:</u>

1. Cite book author/editor, title, edition, publisher and date
2. For web references, use URL.
3. List any additional "recommended" materials students must have, including equipment, study guides, special calculators, personal lab or studio equipment

ASSESSMENT AND GRADING ⊛

<u>Note:</u> Clearly define a grading policy to avoid any confusion concerning expectations. It is most helpful if at least two things are present: 1) a point distribution and 2) a grading scale.

<u>Sample</u> assignment distribution by percentage:	<u>Sample</u> grade scale:	
• Weekly quizzes 10% • Assignment #1 25% • Assignment #2 25% • Group Project 20% • Final Exam 20%	A=93-100 A-=92-90 B+=87-89 B=83-86 B-=80-82 C+=77-79	C=73-76 C-=70-72 D+=67-69 D=63-66 D-=60-62 F=0-59

INCOMPLETES AND LATE ASSIGNMENTS

All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas. Incompletes will only be assigned in extremely unusual circumstances.

FINAL EXAMINATION POLICY ⭐

Successful completion of this class requires taking the final examination **on its scheduled day**. The final examination schedule is posted on the Class Schedules site. No requests for early examinations or alternative days will be approved.

NOTE: The following policies are to be used without changes:

PLNU COPYRIGHT POLICY ⭐

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

PLNU ACADEMIC HONESTY POLICY ⭐

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See Academic Policies for definitions of kinds of academic dishonesty and for further policy information.

PLNU ACADEMIC ACCOMMODATIONS POLICY ⭐

If you have a diagnosed disability, please contact PLNU's Disability Resource Center (DRC) within the first two weeks of class to demonstrate need and to register for accommodation by phone at 619-849-2486 or by e-mail at DRC@pointloma.edu. See Disability Resource Center for additional information.

PLNU ATTENDANCE AND PARTICIPATION POLICY ⭐

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings, the faculty

member can file a written report which may result in de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. See Academic Policies in the Undergraduate Academic Catalog.