**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. Further, the Faculty Development Committee strongly recommends adding the items noted with an asterisk (\*) since these are items noted on the Teaching Evaluation Checklist. While required items must be included somewhere in the syllabus as legal and accreditation documentation that students have been informed, the order 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.

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|  |  |
| --- | --- |
|  | **\*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 is an expression of faith. Being of Wesleyan heritage, we strive 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.  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.

**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**

Note: 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**

Note:

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

**STATE AUTHORIZATION (⍟ FOR FULLY ONLINE COURSES ONLY)**

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students.  If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state.  It is the student’s responsibility to notify the institution of any change in his or her physical location.  Refer to the map using the below link to view which states allow online (distance education) outside of California.

<https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures>

**ASSESSMENT AND GRADING⍟**

Note: 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.

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| --- | --- | --- |
| Sample assignment distribution by percentage:   * Weekly quizzes 10% * Assignment #1 25% * Assignment #2 25% * Group Project 20% * Final Exam 20% | Sample grade scale: | |
| 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](http://www.pointloma.edu/experience/academics/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](http://catalog.pointloma.edu/content.php?catoid=18&navoid=1278) for definitions of kinds of academic dishonesty and for further policy information.

**PLNU ACADEMIC ACCOMMODATIONS POLICY⍟**

While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with disabilities may require academic adjustments, modifications or auxiliary aids/services. At Point Loma Nazarene University (PLNU), these students are requested to register with the Disability Resource Center (DRC), located in the Bond Academic Center. ([DRC@pointloma.edu](mailto:DRC@pointloma.edu) or 619-849-2486). The DRC’s policies and procedures for assisting such students in the development of an appropriate academic adjustment plan (AP) allows PLNU to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 (a) prohibits discrimination against students with special needs and guarantees all qualified students equal access to and benefits of PLNU programs and activities. After the student files the required documentation, the DRC, in conjunction with the student, will develop an AP to meet that student’s specific learning needs. The DRC will thereafter email the student’s AP to all faculty who teach courses in which the student is enrolled each semester. The AP must be implemented in all such courses.

If students do not wish to avail themselves of some or all of the elements of their AP in a particular course, it is the responsibility of those students to notify their professor in that course. PLNU highly recommends that DRC students speak with their professors during the first two weeks of each semester about the applicability of their AP in that particular course and/or if they do not desire to take advantage of some or all of the elements of their AP in that course.

**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](http://catalog.pointloma.edu/content.php?catoid=18&navoid=1278) in the Undergraduate Academic Catalog.