|  |  |
| --- | --- |
| page1image27921664 | [Course Number and Title] |
| **Meeting Days, Times, Location:** [###] |
| **Semester:** [###]**, Year:** [ #### ] |
| **Units:** [#]**, Section(s):** [#] |

**Instructor information**

|  |  |
| --- | --- |
| **Name** | [Include your title and what you prefer to be called] |
| **Contact Info** | [Include information for your preferred method of contact here] |
| **Office location** |  |
| **Office hours** |  |

**Department Conceptual Framework: (If Applicable)**

# **Course Description**

* What will students learn (i.e., knowledge or skills as opposed to topics) in your course? How will this information help them develop as scholars, learners, or future professionals? What will students experience in the course (e.g., instructional methods, assessments, etc.)?

* Are there any prerequisites for your course?

# **Course and Program Learning Objectives**

* What, specifically, will students be able to do or demonstrate once they’ve completed the course? Identify 3-8 course-level learning objectives for the course syllabus.

# **Learning Resources**

* What materials are required for your course (e.g., textbooks, software, lab equipment, etc.)?
* Instructions on how to begin the course and how the course is structured (if online)
* Requirements for student interactions

# **Assessments**

* The final course grade will be calculated using the following categories:

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| --- | --- |
| **Assessment** | **Percentage of Final Grade** |
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* [Brief description of assessment 1]: What are students expected to do in this assignment (e.g., problem sets, short answer responses, multiple-choice questions, etc.)? How does this assignment connect to the learning objectives of the course? How will students submit this assignment (e.g., online or during class)? Will students complete the assignment individually or in-groups?
* [Brief description of assessment 2]
* [Brief description of assessment 3]

Students will be assigned the following final letter grades, based on calculations coming from the course assessment section.

|  |  |
| --- | --- |
| **Grade** | **Percentage Interval** |
| A | 90-100% or  XX-XX points |
| B |  |
| C |  |
| D |  |
| R (F) |  |

# **Grading Policies**

* **Late-work policy**: Will you accept late work? If so, up until when? Will you deduct points for late work, and if so, how many? Will you require any sort of documentation (e.g., doctor’s note)?
* **Make-up work policy**: Will you allow students to make-up assignments and/or assessments? If so, how should they request to make-up the work (e.g., in writing, at least 24-hours prior to the due date, etc.)? Will you require any sort of documentation (e.g., doctor’s note)?
* **Re-grade policy**: If students ask you to re-grade their work, will you? If so, how should they request a re-grade (e.g., in writing, in office hours, within one week of receiving the graded assignment)?
* **Attendance and/or participation policy**: Is attendance and/or participation a graded component of your course? If so, how will you measure student performance (e.g., a sign-in sheet, a tally sheet, etc.)?

**Example** - Attendance – in mind, body, and spirit – is crucial! Research continues to show us that attendance is the most important ingredient in student success!

Regular attendance is required and will be taken at the beginning of every class meeting. Each student is permitted **three** (if Tues/Thurs) or **four** (if Mon/Wed/Fri) unexcused absences (10% of scheduled classes). For every absence after that, the student’s final course grade will be reduced by 5 points. “Excused” absences are granted only for university-sponsored extracurricular activities*.****Any student with more than eight (TR) or ten (MWF) absences for any reason over the course of the semester will automatically fail this course****.* Students with regularly-scheduled extracurricular activities that conflict with this class are advised to switch sections or drop the course. Students are fully responsible for any work missed or due on a day they are absent.  ***Arriving late three times equals one absence***.  Being over 10 minutes late to class equals an absence, though the student is encouraged to remain in class that day.

# **University and Course Policies**

**Academic Integrity:**

* **Mars Hill University Honor Code**

We, the students of Mars Hill University, pledge ourselves to uphold integrity, honesty, and academic responsibility in and out of the classroom.

* **Mars Hill University Honor Pledge**

On my honor, I have neither given nor received any academic aid or information that would violate the Honor Code of Mars Hill University.

* **Handling of Violations of Academic Integrity**

When there are possible violations of academic integrity, the MHU Academic Integrity Guidebook outlines procedures for: 1) classifying the violation into one of three possible categories (minor, standard, and major), 2) reporting possible violations, 3) appealing reports of violations, and 4) how reported violation records will be kept. See the MHU Academic Integrity Guidebook for full descriptions of these procedures. Longer version of the policy may be found at: <https://my.mhu.edu/course/view.php?id=20#section-5>

* **Student Rights and Responsibilities:**

As a student at Mars Hill University, you have certain rights and responsibilities. MHU students should strive for their actions to reflect the values of the university and bring credit them, their families, community, and the university. No matter where you are, you are part of our community, this includes on university premises, at university- sponsored activities, and off-campus.

For more information about our Code of Conduct and the Student Bill of Rights please refer to the [Student Handbook](https://www.mhu.edu/wp-content/uploads/2020/03/2019-2020-Student-Handbook.pdf).

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* *Mars Hill University Honor Pledge*

On my honor, I have neither given nor received any academic aid or information that would violate the Honor Code of Mars Hill University.

* **Late-work/Make-up work policy**: Will you accept late work? If so, up until when? Will you deduct points for late work, and if so, how many? Will you require any sort of documentation
* **Accommodations for students with disabilities**: Sample Statement: *The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities.*

*If you have an Academic Accommodation Plan (AAP) issued through MHU Disability Services, please arrange a time to present your plan and to discuss your specific accommodation needs.  If you believe you have a disability requiring an accommodation and do not have an approved AAP, please contact Judith Harris, MHU Disability Services Coordinator, located in 306 Wellness Center or at* [*Judith\_Hirris@mhu.edu*](mailto:Judith_Hirris@mhu.edu)

* **Statement on student wellness**: Sample Text *“*Mars Hill University offers free, confidential counseling for its students through the MHU Counseling Center to provide support for a positive university experience.  For more information or to schedule an appointment for a consultation, email the Director of Counseling Phillip Brantley @ [Phillip\_Brantley@mhu.edu](mailto:Phillip_Brantley@mhu.edu)
* **The Office of Diversity, Equity, & Inclusion (ODEI**):works to ensure that diversity, equity, and inclusion remain~~s~~ a focused core standard at MHU. The ODEI advocates, advises and promotes initiatives that foster an understanding and support of diversity, equity and inclusion among the students, staff and faculty of the MHU community. This is an understanding that recognizes that MHU students, staff and faculty have diverse backgrounds including but not limited to race, creed, color, sexual orientation, religion, and disability status. For more information, questions or concerns email the Director of ODEI Jonathan McCoy at [jonathan\_mccoy@mhu.edu](mailto:jonathan_mccoy@mhu.edu)
* **Technology and Mobile Devices**: Are there times when having a mobile device would benefit student learning? If you have a zero tolerance policy for mobile devices, how will you enforce it? (Example: Electronic devices that have no class-related purpose, including smart / iphones, music players, and the like, must be silenced/turned off and put away before the beginning of class and remain there unless or until the instructor indicates they can be used. Laptops/tablet PCs are to be used in class ONLY with prior permission from the instructor, and any abuse will mean immediate rescinding of the privilege.)
* **Recording Policy**: Due to privacy concerns, students may not record (photography, audio, or video) any portion of the class meeting without prior permission from the course instructor.
* **Weather Policy**: *When inclement weather affects Mars Hill and the surrounding region on an instruction day, the President (or his or her designee) communicates with selected departments to determine whether it is safe for students and employees to travel to and across campus or to off-campus instructional sites. Based on the conditions of roads and walkways, the President may delay classes, cancel classes, or begin classes as scheduled.*

*Should the President determine that it is necessary to delay or cancel day classes, the university will notify all students and employees via email, text message (for those who have signed up for the university’s emergency contact system), automated phone call, an alert posted on the university website, and alerts shared with local media outlets. In most instances, notification of delayed or cancelled day classes will go out by no later than 6:30 AM, though changing weather conditions may necessitate a later notification. Once a delay or cancellation notice has been communicated, it will not be rescinded, though a delay may be upgraded to a cancellation should conditions worsen.*

*When a delayed start is announced, the university will follow the Delayed Start Schedule, with classes beginning at 10:00 AM. Monday, Wednesday, and Friday classes scheduled for 50 minutes will be shortened to 40 minutes, with 10 minutes between classes. Tuesday and Thursday classes scheduled for 75 minutes will be shortened to 60 minutes with 10 minutes in between classes.* **In the event of a delayed start, our GE 112 class will begin at 11:40a.m. and end at 12:20 p.m.**

There may be times when the weather prevents me from getting to campus, regardless of the campus-wide decision. If this is the case, I will send an email as soon as possible, but with several hours lead time for you. **In these instances, there will usually be an “alternative class” experience posted on Moodle (e.g., live chat, written reflection). In other words, class will most likely be replaced, but not simply cancelled.**

* ***Student Work Products Statement for Institutional Assessment:*** In an effort to improve student learning and to comply with the regional accrediting body, Mars Hill University annually assesses its courses and programs. As part of this effort, completed student work products (such as tests, assignments, or presentations) may be collected and stored for University reviewers. Personally identifiable information (such as the student's name) will be removed and the product will be stored by the institution. *Inquiries regarding this topic should be directed to the* [*Mars Hill University Office of Institutional Effectiveness and Assessment.*](mailto:audrey_martin-mccoy@mhu.edu)

**Course Schedule (you may use the following to plan your class calendar:** <http://wcaleb.rice.edu/syllabusmaker/generic/>**)**

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| --- | --- | --- | --- |
| **Date** | **Theme/Topic** | **Learning Outcomes Addressed** | **Assignments Due** |
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