**ADC SYLLABUS TEMPLATE**

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

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. Remove Notes AND examples from each section once you have created the syllabus

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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:** | **Email:** |

Office Hours: Upon Request

**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.

**INSTITUTIONAL LEARNING OUTCOMES**

1. **Learning, Informed by our Faith in Christ**  
   Students will acquire knowledge of human cultures and the physical and natural world while developing skills and habits of the mind that foster lifelong learning.
2. **Growing, In a Christ-Centered Faith Community**  
   Students will develop a deeper and more informed understanding of others as they negotiate complex professional, environmental and social contexts.
3. **Serving, In a Context of Christian Faith**  
   Students will serve locally and/or globally in vocational and social settings.

**PROGRAM LEARNING OUTCOMES**

The Point Loma Nazarene University (ADC) graduate is prepared for expanded roles within his or her organization through enhanced abilities to:

Note: Add numbered list of PLO’s for your ADC program.

**COURSE LEARNING OUTCOMES ⍟**

The following student learning outcomes will be met in this course:

*Note:* Add numbered list of CLO’s for your course. 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.

**REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES**

**NOTE:** Students are responsible to have the required textbooks prior to the first day of class. Students are also encouraged to begin reading the books in preparation for the class as soon as possible.

*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. All supplemental materials posted on this course site (including articles, book excerpts, or other documents) are provided for your personal academic use. These materials may be protected by copyright law and should not be duplicated or distributed without permission of the copyright owner.*

**COURSE CREDIT HOUR INFORMATION⍟**

**Distribution of Student Learning Hours**

It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their course work. The time expectations for this course are shown below:

|  |  |
| --- | --- |
| **Category** | **Time Expectation in Hours** |
| Required Reading |  |
| Discussions |  |
| Assignments |  |
| **Total Hours** |  |

Note: Add categories and total hours aligned to each individual course.

**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 on [State Authorization](https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures) to view which states allow online (distance education) outside of California.

**ASSESSMENT AND GRADING⍟**

Clearly define a grading policy to avoid any confusion concerning expectations; it's helpful if both a point distribution and a grading scale are included.

|  |  |  |
| --- | --- | --- |
| **Example 1**  Student grades will be posted in the Canvas gradebook no later than midnight on Tuesday of each week beginning in Week Two of this course. It is important to read the comments posted in the gradebook as these comments are intended to help students improve their work. Final grades will be posted within one week of the end of the class. Grades will be based on the following:   |  |  | | --- | --- | |  |  |   **Example 2**  Student grades will be posted in the Canvas gradebook no later than midnight on Tuesday of each week beginning in Week Two of this course. It is important to read the feedback provided in the gradebook as these comments are intended to help students improve their work. Final grades will be posted within ten days of the end of the class. Multiple measures of evaluation are used in the course, allowing students opportunities to demonstrate their learning in more than one way, and giving consideration to individual learning styles. Course components that will be evaluated include:  **Discussions** Each week students will participate in online discussions with classmates that are related to the week’s readings. These discussions replace the interactive dialogue that occurs in the traditional classroom setting. **Discussions represent \_\_\_% of the overall course grade.**  **Journals** Reflective journals are due throughout the online portion of this course. These journal entries will provide an opportunity for students to critically reflect on their own learning processes and their individual progress through the course. **Journals represent \_\_\_% of the overall course grade.**  **Written Assignments** There is a written assignment due in Week One through Week Nine of this course. These assignments must reflect college-level writing and critical thinking. **Assignments represent \_\_\_% of the overall course grade.**  **Final Projects** The final assignments for this course are the Leadership Development Project and the Summary Reflection. The purpose of the Final Projects are for students to culminate the learning achieved in the course.  **The Final Papers represents\_\_\_% of the overall course grade.** |

**Students must complete the required program hours in the major (program) from Point Loma Nazarene University with a minimum grade of “C” in each course and an overall 2.00 grade point average.**

**LATE ASSIGNMENTS**

All assignments are to be submitted by the due dates. There will be a 10% reduction of possible points for **each day** an assignment is late and assignments will**not be** accepted for credit four days after the due date. If missing assignments result in the failure to meet learning outcomes, you may receive a letter grade reduction on the final grade in addition to the loss of points for missing work. Assignments will be considered late if posted after the due date and time using Pacific Standard Time. No assignments will be accepted after midnight on Sunday night, the last day of class.

Exceptions for extenuating circumstances must be pre-approved by the instructor and the program director.

**PLNU COPYRIGHT POLICY ⍟**

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**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 [ADC Academic and General Policies](https://catalog.pointloma.edu/content.php?catoid=42&navoid=2485) for definitions of kinds of academic dishonesty and for further policy information.

During the first week of class, you will be asked to submit an Academic Honesty Verification Statement. Submitting the statement is a requirement of this course. By submitting the Academic Honesty Verification Statement, you will be verifying all assignments completed in this course were completed by you. Carefully review the Academic Honesty Statement below.

Statement: “In submitting this form, I am verifying all the assignments in this course will be completed by me and will be my own work.”

**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 accommodations or 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 Rm. 312C at the Mission Valley Regional Center via [DRC@pointloma.edu](mailto:DRC@pointloma.edu) or 619.849.2533. The DRC’s policies and procedures for assisting such students in the development of an appropriate Accommodation Plan (AP) allows PLNU to comply with Section 504/508 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 and official disability documentation, the DRC will contact the student within 15 business days to schedule an AP meeting. During the AP meeting an Accommodation Plan will be established to meet the student’s specific disability-related needs.  The DRC will thereafter email the student’s AP to all faculty who teach courses in which the student is enrolled each quad/semester.  The AP must be implemented in all such courses by faculty. All questions should be directed to the DRC for clarification.

**PLNU ATTENDANCE AND PARTICIPATION POLICY⍟**

Note: Fully online courses.

Students taking online courses are expected to attend each week of the course. Attendance is defined as participating in an academic activity within the online classroom which includes posting in a graded activity in the course. (Note: Logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement.)

Students who do not attend at least once in any 3 consecutive days will be issued an attendance warning. Students who do not attend at least once in any 7 consecutive days will be dropped from the course retroactive to the last date of recorded attendance.

Students who anticipate being absent for an entire week of a course should contact the instructor in advance for approval and make arrangements to complete the required coursework and/or alternative assignments assigned at the discretion of the instructor.

NOTE: Hybrid

At Point Loma Nazarene University, attendance is required at all scheduled classes. Adult Degree Completion courses are taught in the hybrid format, which means some class meetings will be face-to-face and some will be online. Attendance in the face-to-face classes is to be for the entire time of the class. Arriving late or leaving early will be considered a partial absence. A day of attendance in an online class is determined as contributing a substantive note, assignment, discussion, or submission that adds value to the course as determined by the instructor. Three days of attendance are required each week.

Face-to-face Portion of the Hybrid course

In blended or hybrid courses, if a student misses one face-to-face class then the faculty member will send an email to the student and the Director of Student Success warning of attendance jeopardy. There are no exceptions to this policy.

If a student misses two face-to-face classes, the faculty member or Vice Provost for Academic Administration (VPAA) will initiate the student’s de-enrollment from the course without further advanced notice to the student. If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of “F” and there will be no refund of tuition for that course.

Online Portion of the Hybrid Course

If a student misses two online classes (fails to contribute to a discussion board) during the course, then the faculty member will send an email to the student and the Director of Student Success warning of attendance jeopardy. There are no exceptions to this policy.

If a student misses three online classes (fails to contribute to a discussion board by the due date) during the course, then the faculty member or Vice Provost for Academic Administration (VPAA) will initiate the student’s de-enrollment from the course without further advanced notice to the student. If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of “F” and there will be no refund of tuition for that course.

1 missed F2F class = warning

2 missed F2F classes = de-enrollment

2 missed online classes = warning

3 missed online classes = de-enrollment

NOTE: Hybrid/Online Courses 14 to 15 Weeks 1 Unit

Students taking hybrid/blended courses lasting over 14 weeks are expected to attend each week of the course. Attendance is defined as logging into the course each calendar week to check on updates and announcements. In addition students must participate in the academic graded activities during the calendar week the assignments/activities are due. Students must also attend all scheduled face-to-face meetings. Students who do not attend at least once in any given calendar week will be issued an attendance warning. Students who do not attend at least once in any two consecutive weeks in the online will be dropped from the course retroactive to the last date of recorded attendance.

 Students who anticipate being absent for an entire week of a course should contact the instructor in advance for approval and make arrangements to complete the required coursework and/or alternative assignments assigned at the discretion of the instructor.

**PLNU SPIRITUAL CARE**

PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.  At the Mission Valley campus we have an onsite chaplain who is available during class break times across the week.  If students have questions, a desire to meet with the chaplain or have prayer requests you can send an email to [gradchaplainmissionvalley@pointloma.edu](mailto:gradchaplainmissionvalley@pointloma.edu) In addition, there are resources for your Christian faith journey available at the [Graduate & Professional Student Spiritual Life web page.](https://www.pointloma.edu/opportunities/graduate-professional-student-spiritual-life)

**PLNU USE OF TECHNOLOGY**

In order to be successful in the online environment, students need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements](file:///C:\courses\19955\pages\technology-and-system-requirements)information.

Problems with technology do not relieve students of the responsibility of participating, turning in assignments, or completing class work.

**COURSE SCHEDULE AND ASSIGNMENTS**

The table below lists course assignments and their due dates. Click on any assignment to review it.