**GRADUATE 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:** | **Email:** |
| **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 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:*

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.*

**COURSE CREDIT HOUR INFORMATION⍟** *(Note: 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.

**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.*

|  |  |  |
| --- | --- | --- |
| 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 |

**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>

**INCOMPLETES AND LATE ASSIGNMENTS**

***Note:*** *You may use, revise, or delete this section as needed for your course.*

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.

**PLNU SPIRITUAL CARE**

**Bakersfield Campus:**  
PLNU strives to be a place where you grow as a whole person. To this end we provide resources for our Graduate students to encounter God and grow in their Christian faith. At the Bakersfield campus we have an onsite chaplain, Rev. Brent Kall, who is available during class break times across the week.  If you have questions, desire to meet or share a prayer request with Rev. Brent Kall you can contact him directly at [bkall@pointloma.edu](mailto:bkall@pointloma.edu). Also, there is a weekly Email Newsletter called “The Encourager” that provides a brief devotional and all his contact information.

**Liberty Station Campus:**  
PLNU strives to be a place where you grow as a whole person. To this end we provide resources for our Graduate students to encounter God and grow in their Christian faith. At the Liberty Station campus we have an onsite chaplain, Rev. Dave Hazel, who is available during class break times across the week.  If you have questions, desire to meet or share a prayer request with Rev. Hazel you can contact him directly at [dhazel@pointloma.edu](mailto:dhazel@pointloma.edu) or feel free to call or text (913-231-3975).

**Mission Valley and Balboa Campuses:**  
PLNU strives to be a place where you grow as a whole person. To this end we provide resources for our Graduate students to encounter God and grow in their Christian faith. We have an onsite chaplain, Rev. Gordon Wong, at the Mission Valley (MV) campus to service Graduate students at the Mission Valley and Balboa Campuses. Rev. Gordon Wong is available during class break times across the week.  If you have questions for, desire to meet or share a prayer request with Rev. Wong you can contact him directly at [mvchaplain@pointloma.edu](mailto:mvchaplain@pointloma.edu) or [gordonwong@pointloma.edu](mailto:gordonwong@pointloma.edu).  Rev. Wong’s cell number is 808-429-1129 if you need a more immediate response.

In addition, on the MV campus there is a prayer chapel on the third floor which is open for use as a space set apart for quiet reflection and prayer.

**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 the [Academic Honesty Policy](https://catalog.pointloma.edu/content.php?catoid=54&navoid=3048#Academic_Honesty) in the Graduate and Professional Studies Catalog for definitions of kinds of academic dishonesty and for further policy information.

**PLNU ACADEMIC ACCOMMODATIONS POLICY⍟**

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center ([EAC@pointloma.edu](mailto:EAC@pointloma.edu) or 619-849-2486). Once a student’s eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan (“AP”) to all faculty who teach courses in which the student is enrolled each semester.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student’s responsibility to make the first contact with the EAC.

**PLNU ATTENDANCE AND PARTICIPATION POLICY⍟**

Regular and punctual attendance at all **synchronous** class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions (virtual or face-to-face), the faculty member will issue a written warning of 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. In some courses, a portion of the credit hour content will be delivered **asynchronously** and attendance will be determined by submitting the assignments by the posted due dates. See [Academic Policies](https://catalog.pointloma.edu/content.php?catoid=54&navoid=3048#Academic_Honesty) in the Graduate and Professional Studies Catalog. If absences exceed these limits but are due to university excused health issues, an exception will be granted.

**Asynchronous Attendance/Participation Definition**

A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

*Note: The above attendance and participation information is required on all syllabi. Additional details aligned to your specific course format are optional and included below. Please delete all sections below that are not applicable to your course.*

*Note: Face-to-face courses*

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](https://catalog.pointloma.edu/content.php?catoid=48&navoid=2757#Class_Attendance) in the Graduate and Professional Studies Catalog for additional detail.

*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 courses*

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.

**USE OF TECHNOLOGY ⍟** *(****Note:*** *Add this section if teaching an Online or Hybrid course.*

In order to be successful in the online or hybrid environment, you'll need to meet the minimum technology and system requirements; please refer to the [*Technology and System Requirements*](https://help.pointloma.edu/TDClient/1808/Portal/KB/ArticleDet?ID=108349) information. Additionally, students are required to have headphone speakers, microphone, or webcams compatible with their computer available to use. Please note that any course with online proctored exams require a computer with a camera (tablets are not compatible) to complete exams online.

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

**ASSIGNMENTS AT-A-GLANCE**

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