**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*

|  |  |
| --- | --- |
|  | **\*Department/School Name**  **\*Course Number and Name**  **\*Number of Units** |
| Fall 2021 | |

 (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.

**Foundational Explorations Mission⍟ *Note:*** *for FE, formerly GE, courses only.*

PLNU provides a foundational course of study in the liberal arts informed by the life, death, and resurrection of Jesus Christ. In keeping with the Wesleyan tradition, the curriculum equips students with a broad range of knowledge and skills within and across disciplines to enrich major study, lifelong learning, and vocational service as Christ-like participants in the world’s diverse societies and culture.

**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.*

**FOUNDATIONAL EXPLORATIONS LEARNING OUTCOMES⍟  
*Note:*** *For FE, formerly GE, courses only. If any Foundational Explorations Learning Outcomes (FELO’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 as you expect the students to cite books in their papers
2. For web references, use URL.

**COURSE CREDIT HOUR INFORMATION⍟**

***Note:*** *Use the below for Online and Hybrid courses. The credit hour information below is required for the hybrid and online modality. To calculate the “estimated total hours” for the last blank space below, please multiply the number of units times 37.5.*

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. It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their coursework. For this course, students will spend an estimated \_\_\_ total hours meeting the course learning outcomes. The time estimations are provided in the Canvas modules.

**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 or weighted grades and 2) a grading scale.*

Grades will be based on the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sample Standard Grade Scale Based on Percentages** | | | | |
| **A** | **B** | **C** | **D** | **F** |
| A  93-100 | B+ 87-89 | C+ 77-79 | D+ 67-69 | F  Less than 59 |
| A- 90-92 | B   83-86 | C   73-76 | D  63-66 |  |
|  | B- 80-82 | C- 70-72 | D- 60-62 |  |

**STATE AUTHORIZATION⍟**

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.

**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 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](https://catalog.pointloma.edu/content.php?catoid=52&navoid=2919#Academic_Honesty) 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 class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions, 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.

***Note:*** *The below should be added to the “PLNU ATTENDANCE AND PARTICIPATION POLICY” Section if you are teaching an Online or Hybrid course.*

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=52&navoid=2919#Academic_Honesty) in the Undergraduate Academic 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.

**SPIRITUAL CARE**

Please be aware 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.

 If students have questions, a desire to meet with the chaplain or have prayer requests you can contact the Office of Spiritual Development.

**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**

***Note:*** *Assignments are encouraged to be posted in Canvas.*