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| **C:\Users\eplemons\Downloads\logoTagBlackV.tif** |
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| ***School of*** |
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| **Term: *Fall, 2014-15*** |
| ***August 25, 2014-December 17, 2014*** |
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|  |
| ***XXXX 1234, Name of Course*** |
| **Course Syllabus** |
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| ***X* *Credits*** |
|  |
| ***Building Name*** |
| ***Room #*** |

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| ***Instructor Name and Title*** |  | **Email** | ***xxxxxx@southern.edu*** |
| ***Office Address*** |  | **Office Phone** | ***423-236-xxxx*** |
| ***Collegedale, TN 37315*** |  | **Fax** | ***423-236-xxxx*** |
|  |  | **Other** | ***xxx-xxx-xxxx***  Please do not call before  X am or after X pm. |

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| **Office Hours** |  |  |
| **Monday** | ***Xxx*** |  |
| **Tuesday** | ***Xxx*** |  |
| **Wednesday** | ***Xxx*** |  |
| **Thursday** | ***Xxx*** |  |
| **Friday** | ***xxx*** |  |
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| ***Help is available outside of office hours by appointment only. Please contact me via phone or email to make an appointment.*** | | |

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| **Help Available from Other Sources** | |
| **eClass Help Desk:**  eClass  Student Clickers  Turnitin | **423-236-2086**  **eclasshelp@eclass.edu** |
|  |  |
| **McKee Writing Center:**  Writing help for any class. Call to make an appointment | **423-236-2788**  **McKee Library** |
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| **Information Support Systems:**  Desktop Computer Support | **423-236-2712**  **Wright Hall** |
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| ***Lab Assistant:*** | ***Name and contact info*** |
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| ***Office Assistant:*** | ***Name and contact info*** |

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| **Course Description:** |
| *Taken from catalog* |
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| ***Rationale for Course:*** |
| *List your rational: Where does it fit in the scheme of the degree, etc.* |
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| **Textbooks**: |
| *List textbooks in in Bibliographic Style* |
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| **Supplemental Reading:** |
| *List in Bibliographic Style* |

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| **Course Concept Map or purpose:** |
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| ***Learning Outcomes:*** |
| *List your Learning outcomes stated in learner-centered, measurable terms using active verbs (Bloom’s Taxonomy)* |

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| **Instructional Strategies/Methodology** | |
| *Methods of instruction (Includes explanation of how material will be taught—lecture, small group discussion, problem-based learning, group/individual presentation, etc.)* ***Adapt to meet your own methodologies and strategies:***  A collegial teaching/learning modality is anticipated, in which the function of the instructor is primarily that of guide and facilitator. The instructional context seeks to attain the highest level of critical thinking and scholarly synthesis possible. This course will utilize the following instructional methods, among others:   * Presentation of core concepts and methodologies via media-enhanced lectures * Collegial discussion of XXXXXXXXXXXXXXX, and issues, based on  professional experiences, readings undertaken, and personal beliefs * Modeling, demonstration, and writing assignments   Utilization of Web-based reference materials and resources | |
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| **The following technologies will be required for use by all students:** | |
| *eClass* | *Clickers-purchase at bookstore* |
| *Turnitin* | *MS Office 2010+* |
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| **Class Policies** |
| 1. **Disabilities Statement:** |
| *Find current statement for specific semesters at :* [*https://www.southern.edu/disabilitysupport/facultystaff/Pages/syllabusstatements.aspx*](https://www.southern.edu/disabilitysupport/facultystaff/Pages/syllabusstatements.aspx)  *In keeping with University policy, any student with a disability who needs academic accommodations should contact Disability Support Services at 236-2574 or Lynn Wood Hall, room 137 to arrange a confidential appointment with the Disability Services Coordinator (DSC) before or during the first week of classes.  (Students who request accommodations after the third week of the semester might not complete the process in time to receive accommodations for that semester.)  Legally, no retroactive accommodations can be provided. For more details, visit the Disability Support Services website at* [*www.southern.edu/disabilitysupport*](http://www.southern.edu/disabilitysupport) *.   Accommodations for disabilities are available only as recommended by Disability Support Services. Students whose accommodations are approved will be provided confidential letters which students should review and discuss with their professors in relation to particular course requirements.* |
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| 1. **Attendance and Excused Absences:** |
| *Write policy here* |
| 1. **Reporting an Illness:** |
| *Write policy here* |
| 1. **Extra Credit Work:** |
| *Write policy here* |
| 1. **Academic Honesty Statement:** |
| *Find current statement at:*  [*https://www.southern.edu/sites/academics/Faculty\_Information/Pages/importantinformationforfaculty.aspx*](https://www.southern.edu/sites/academics/Faculty_Information/Pages/importantinformationforfaculty.aspx)  *Academic honesty is one of the important values that enable us to function as a university. The spirit of honest inquiry requires that students and faculty members properly cite the sources used in studies and writing. It is important for us to be able to trust each other as we learn from each other's presentations, written work, and visual communication in order to keep the teaching/learning enterprise functioning well.*  *Academic honesty is even more critical at a university that offers a Christian education. Respect for other individuals' work means that we will give them proper credit for their thoughts and expressions whenever used as a resource for our own projects and communications.* |
| 1. ***Use of Turnitin:*** |
| *Turnitin is a company Southern Adventist University contracts with that provides resources for students and a service for professors who may need to verify the academic integrity with which papers or projects have been prepared and submitted.* |

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| **Other Categories*-Place title in this box*** |
| *Include reminders about lab safety, health concerns, disposal of toxic materials, etc, when appropriate.* |
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| **Feedback/Assessment/Grading Policy** |
| *Outlines teacher feedback about grades including timeline and methods* |
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| *Describes in detail the criteria how students are to be graded, including assignments and weighting, grading scale, grading criteria, and testing methods* |
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| **Grading Scale** | | | | | |
| **The following Grading Scale will be used:** | | | | | |
| **A** | ***93-100%*** |  | **C** | ***73-77%*** |
| **A-** | ***90-92%*** |  | **C-** | ***70-72%*** |
| **B+** | ***88-89%*** |  | **D+** | ***68-69%*** |
| **B** | ***83-87%*** |  | **D** | ***63-67%*** |
| **B-** | ***80-82%*** |  | **D-** | ***60-63%*** |
| **C+** | ***78-79%*** |  | **F** | ***59% and below*** |

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| **Rubrics Used** |
| **The following Rubrics will be used for grading:** |

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| **Class Calendar** |
| *Insert a class calendar here including:*   * *A tentative schedule and topic outline for course by class periods* * *Due dates for readings, papers, projects* * *Quiz, exam, and final exam dates* * *Holidays* * *Last day to drop* |
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