[Semester Year]

***DONNELLY COLLEGE***

[Semester Year]

[Semester Year]

[Semester Year]

[Semester Year]

**Highlighted notes are there to aid instructors in creation of standardized syllabi. They serve as examples of what should be placed in these areas.**

**INSTRUCTOR INFORMATION:** [to be left blank unless person proposing the course is the one teaching the course]

Name:

Office:

Office hours:

Telephone:

E-mail address:

**COURSE DESCRIPTION:**

[E-mail address]

**PREREQUISITES:**

[E-mail address]

**REQUIRED TEXTBOOK & SUPPLIES:**

**PHILOSOPHY OF GENERAL EDUCATION:**

Donnelly College has consistently maintained a strong commitment to the liberal arts and sciences as a foundation for a complete education. The faculty strongly believes that the liberal arts and sciences provide the context through which students can engage with the larger questions about students’ place in the world and their pursuit of truth. Therefore, the College’s general education requirements are designed to ensure that liberal arts and sciences graduates develop a breadth of content knowledge and the skills and abilities which will enable them to become educated participants in a diverse global community.

**DONNELLY COLLEGE LEARNING OUTCOMES:**

1. **Communication Skills:** Students will communicate effectively in writing and speaking.
2. **Technology and Information Literacy Skills:** Students will demonstrate proficiency in information literacy skills.
3. **Symbolic Problem Solving:** Students will demonstrate competency in qualitative and quantitative problem solving.
4. **Analytical Thinking:** Students will employ reflective thinking to evaluate diverse ideas in the search for truth.
5. **Personal and Interpersonal Skills:** Students will develop an understanding across cultural differences locally, nationally, and internationally.
6. **Academic Inquiry:** Students will engage independently and effectively in lifelong learning.
7. **Values:** Students will demonstrate moral and ethical behavior in keeping with our Catholic identity.

**PROGRAM LEARNING OUTCOMES:**

In addition to the general education learning outcomes – communication skills, technology and information literacy skills, symbolic problem solving, analytical thinking, personal and interpersonal skills, academic inquiry, and values – upon successful completion of the (***INSERT PROGRAM/DEGREE NAME***) students should be able to demonstrate:

1. ***ENTER THE PLO’S FROM THE CATALOG***
2. ***ENTER THE PLO’S FROM THE CATALOG***
3. ***ENTER THE PLO’S FROM THE CATALOG***

**STUDENT LEARNING OUTCOMES:**

**Insert Student Learning Outcomes for particular course. SLOs should all begin “Students will have the ability to...” and be linked to the PLOs by number.**

**Not every PLO must be addressed in every course, and multiple SLOs may address the same PLO**

Provide list of Learning Outcomes students will meet.

|  |  |  |  |
| --- | --- | --- | --- |
| **Donnelly College**  **Learning Outcomes** | **Program Learning Outcomes** | **Student Learning Outcomes** | **Application and Assessment** |
| Students will communicate effectively in writing and speaking. | *Students will demonstrate…instructors must use department PLOs, check with your department chair or program director* | *All SLOs must use standard language : Students will have the ability to* (PLOs 1 - 7) | What will the students perform to indicate they have achieved the SLO? |
| Students will demonstrate proficiency in information literacy skills. |  | Students will have the ability to (PLOs 1 - 7) | What will the students perform to indicate they have achieved the SLO? |
| Students will demonstrate competency in qualitative and quantitative problem solving. \*2020-2021 |  | Students will have the ability to (PLOs 1 - 7) | *This is one of the Learning Outcomes that will be assessed in AY 19-20*  *Make sure that your assessment is measurable*  ? |
| Students will employ reflective thinking to evaluate diverse ideas in the search for truth. |  | Students will have the ability to (PLOs 1 - 7) | What will the students perform to indicate they have achieved the SLO? |
| Students will develop an understanding across cultural differences locally, nationally, and internationally. \*2020-21 |  | Students will have the ability to (PLOs 1 - 7) | *This is one of the Learning Outcomes that will be assessed in AY 19-20*  *Make sure that your assessment is measurable* |
| Students will engage independently and effectively in lifelong learning. |  | Students will have the ability to (PLOs 1 - 7) | What will the students perform to indicate they have achieved the SLO? |
| Students will demonstrate moral and ethical behavior in keeping with our Catholic identity. |  | Students will have the ability to (PLOs 1 - 7) | What will the students perform to indicate they have achieved the SLO? |

**COURSE REQUIREMENTS:** [provide a detailed description]

***EXAMPLE:***

|  |  |
| --- | --- |
| *Weekly Discussion Posts & Responses (20 pts x 10)* | *40%* |
| *Weekly Article Paper (25 pts x 5)* | *25%* |
| *End of Module Projects (25 pts x 3)* | *15%* |
| *Final Project (110 pts x 1)* | *20%* |

*TOTAL 100%*

*LIST COURSE ASSIGNMENTS AND PLACE ASSESSMENT TOOL (i.e., Rubric, Checklist, Survey, Quiz, etc.) THAT WILL BE USED TO EVALUATE/GRADE HERE.*

**GRADING POLICY:**

[E-mail address]

*Example: Exams (100pts.)*

|  |  |
| --- | --- |
| *Weekly Discussion Posts & Responses (20 pts x 10)* | *200* |
| *Weekly Article Paper (25 pts x 5)* | *125* |
| *End of Module Projects/Test (25 pts x 3)* | *75* |
| *Final Project (100 pts x 1)* | *100* |
| *TOTAL points possible* | *500* |

*LIST BEHAVIORAL EXPECTATIONS FOR THE STUDENTS TO MEET THE REQUIREMENTS OF THE COURSE (i.e., minimal attendance requirements, online participation, in class participation, late work policy)*

*IF THE COURSE IS ONLINE THE INSTRUCTOR SHOULD REFER TO THE DISTANCE LEARNING HANDBOOK FOR POLICIES AND REQUIREMENTS REGARDING SUCH COURSES.*

*The Following should be included if Canvas will be used for student grading:*

CANVAS: All course materials, grades, and communication with the instructor will be conducted in the Canvas online learning platform. Students are expected to check their accounts on a regular basis (i.e., 2X a week minimum).

Note: All communications regarding this course will be made via your Donnelly College email account. If you have questions about using Canvas, check the Online Student Guide available at <https://community.canvaslms.com/docs/DOC-10701-canvas-student-guide-table-of-contents> For any technical problems, call the assistance line at 1-855-593-5537.  This line is available 24/7.

**GRADING SCALE:**

[List specifics on how the grading scale is determined for your class]

***Example*: Grades will be assigned according to the following scale.**

**A: 90%-100% 450 – 500**

**B: 80%-89% 400 – 449**

**C: 70%-79% 350 – 399**

**D: 60%-69% 300 – 349**

**F: Below 60% ≤ 299**

**ACADEMIC INTEGRITY:** “…Academic integrity is to be maintained at all times to insure genuine educational growth. Cheating and plagiarism in all forms, therefore, will be subject to disciplinary action. Serious infractions will be reviewed by an ad hoc committee, appointed by the appropriate dean. Appropriate sanctions will be imposed.”

**PLAGIARISM:** Plagiarism – the appropriation or imitation of the language or ideas of another person and presenting them as one’s original work – sometimes occurs through carelessness or ignorance. Students who are uncertain about proper documentation of sources should consult their instructors.

**ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act, Donnelly College will make every attempt to provide equal access for persons with disabilities. Students in need of accommodations must request them in writing from the Vice President of Academic Affairs.

**CIVILITY & DECORUM:** As noted in its Code of Conduct, Donnelly College is committed to maintaining an overall atmosphere of civility and respect. Civility and decorum both inside and outside the classroom are fundamental foundations of the values at Donnelly College. Classroom discussions and interactions outside the classroom will at all times be focused on the learning process and should always be respectful of both students and faculty. In open discussions of ideas and issues, disagreements should focus on ideas and facts. Name calling and assaults (either in person or on-line) will not be tolerated. Should any problems occur, the instructor should be notified immediately. Those who do not comply with civility and decorum requirements may be subject to a grade reduction and/or other sanctions up to and including dismissal from Donnelly College.

**ATTENDANCE POLICY:** Students are expected to attend every class session and be on time for every class session. Absences, late arrivals, and early departures may contribute to the final grade a student earns. Each academic program has a policy stating how many absences are permitted before the instructor will expect the student to withdraw from the course.

Instructors will include the specific attendance policy in the syllabus for the class and adhere to the policy for the duration of the course. If a student has exceeded the number of allowed absences, faculty may institute an administrative withdrawal based on non-attendance. If a student is absent for two consecutive weeks, they are to be administratively withdrawn from their course within a week of the last absence.

In extreme circumstances (i.e. a disciplinary problem), the Vice President of Academic and Student Affairs may initiate an administrative withdrawal. The student remains responsible for the tuition owed in this instance.

Accommodation of Religious Observances

Donnelly College strongly supports the diversity of the beliefs and religions represented by our student body. The College will provide reasonable flexibility when religious observances occasionally conflict with academic obligations such as class attendance, activities, assignments, examinations, and other course requirements. Students must inform instructors of such conflicts in advance and in a timely manner. Students remain responsible for all class work and other academic obligations missed as a result of their absence.

Public Information

This policy is published on the College website, in the Student Handbook and the College Catalog.

**EMPOWER: Attendance, mid-term and Final grades will all be recorded in the Empower system. Students should go to Empower for official information about attendance and grades.**

**WITHDRAWAL FROM COURSES OR FROM SCHOOL:** It is the responsibility of the student to withdraw from class. If a student decides to withdraw from a class, ideally, they should see an advisor and the financial aid staff before taking the withdrawal form to the Registrar's office for processing.  However, any verifiable contact (e-mail, fax, phone, mail, etc.) with authorized college personnel expressing the student's intent to withdraw from a class will be honored.

If students withdraw before they have earned their financial aid, they will owe Donnelly College a debt for the unearned portion of the financial aid as well as for any unpaid balances (subject to the College's refund policy). Not attending class is not a withdrawal from class.

**Donnelly College reserves the right to withdraw a student from class(es) if the student does not meet their financial obligations, including two missing or incomplete payments, or loss of financial aid.** Faculty may initiate an administrative withdrawal on the basis of non-attendance. In extreme circumstances (i.e. a disciplinary problem), the Vice President of Academic Affairs may initiate an administrative withdrawal. The student remains responsible for the tuition owed in this instance.

The deadlines for withdrawing from classes are as follows:

|  |  |
| --- | --- |
| 14 to 16 weeks | 3 weeks before the end of the class |
| 6 to 8 weeks | 7 weekdays before the end of class |
| 4 to 5 weeks | 4 weekdays before the end of class |
| Less than 4 weeks | Withdrawals are not allowed |

Withdrawal deadline dates will be published in the academic calendar.

**TENTATIVE COURSE CALENDAR:**

The schedule is subject to change based on the progress or needs of the class.

|  |  |  |
| --- | --- | --- |
| **Class Meeting** | **Classroom/Laboratory Protocol** | **Assignments** |
| ***1*** | *Blank course calendars are not allowed.*  *Provide at least chapter and/or subject to be covered.* | *DETAIL OF ASSIGNMENTS* |
| ***2*** |  |  |
| ***3*** |  |  |
| ***4*** |  |  |
| ***5*** |  |  |
| ***6*** |  |  |
| ***7*** |  |  |
| ***8*** |  |  |
| ***9*** |  |  |
| ***10*** |  |  |
| ***11*** |  |  |
| ***12*** |  |  |
| ***13*** |  |  |
| ***14*** |  |  |
| ***15*** |  |  |
| ***16*** |  |  |
|  | **Final Exam** |  |