

Adams Center - Syllabus Checklist v.2.7

Course ID _____
Developer _____
Reviewer _____

Red = Required Elements

Blue = Exceptional Tactics to note to Councils

About the University

- ACU Mission Statement
- College Mission Statement
- Department Mission Statement

About the Course

- Title
- Course number and Section credit hours
- Semester and Year
- Meeting time and Place

About the Teacher

- Name and title or rank
- Office location
- Phone number(s)
- Email addresses
- Office hours / Contact expectations

About the Students

- Characteristics of the students for whom the course is intended
- Prerequisites

Course Content

- Catalog description
- Synopsis
- Outline
- Main topics

Teaching/Learning Methods and Format of Class Sessions

- Description of the types of activities students should expect in the course

Texts, Readings, and Supplements

- Required and Optional materials

Statement Concerning Christian Perspective

- Teaching philosophy
- Policy regarding questionable materials
- Scripture related to course content
- Faith / Learning resource

Overall Outcome / Course Goals

- Broad Student Learning Outcomes: *What should a student "look like" at the end of this course?*

Competencies

- Specific competencies stated in measurable terms
 - o Appropriate learning level based upon Bloom's or Krathwohl's taxonomy
- Measurement Instrument - State which assignments or instruments will be used to assess? the competencies.
- Performance Indicator or Criteria – Give examples of how the competencies will be measured.

It is preferred that these three items be developed in the three column model, but developers may wish to integrate all three items into individual statements.

Grading Criteria

- Weight or point value of all graded elements
- Grading scale with expectations for letter grades
- Specific standards, rubrics, and examples

Course Policies

- Clear statement of expectations concerning penalties for non-compliance regarding:
 - o Attendance and Tardiness
 - o Participation
 - o Late assignment policy
 - o Late exam policy
- Special needs (ADA)
- Academic integrity
- Extra credit opportunities (optional)

Course Calendar

- Exam dates
- Assignments
- Due dates and other deadlines
- Schedule of readings and topics
- Statement to reserve right to modify the calendar as necessary

Exceptional Tactics or Emphasis

Tactics are evident in this syllabus that emphasize certain institutional priorities, or promote specific liberal skills, teaching innovations, or leadership qualities.

- Missional Thinking – Integration of Faith and Learning
- Portfolio Assessment Techniques
- Integration of Technology
- Writing Intensive
- Global Perspective
- Active Learning
- Team Based Learning
- Learner-Centered / Student-Defined Assignments
- Case Based Learning
- Ostensible Grading Techniques
- Baseline Evaluation Techniques
- Hybrid Course
- Highly Accessible
- Service Learning
- Environmental Stewardship