



acu syllabi

Identifying Information

1. About the University
Mission statements:
ACU, College, Department
2. About the Course
Title, course number and section,
credit hours, semester and year,
meeting time and place
3. About the Teacher
Name and title or rank, office location,
phone number(s), e-mail address, office hours
4. About the Students
Characteristics of students for whom the
course is intended; prerequisites

Snapshot of the Course

5. Course Content
Catalog description, synopsis,
outline, main topics
6. Teaching/Learning Methods
and Format of Class Sessions
Description of the types of activities
students should expect in the course
7. Texts, Readings, and Supplements
Required and optional materials

Christian Perspective

8. Statement Concerning
Christian Perspective
Teaching philosophy; policy regarding
questionable materials; scripture related
to course content; faith/learning resources

Learning Outcomes

9. Overall Outcome
Student performance outcome statements
10. Competencies
Specific competencies stated in
measurable terms
11. Evaluation Methods
Clear and detailed statements of evaluation
procedures to be used
12. Grading Criteria
Detailed expectations for grades of A, B,
and so on; specific standards, rubrics,
and examples
13. Course Grade
Complete and accurate details of factors
and elements that will comprise the final grade;
weight or point value of all graded elements;
grading scale

Policies and Calendar

14. Course Policies
Clear statements of expectations concerning
penalties for non-compliance regarding
attendance and tardiness, participation, timely
completion/submission of assignments, late
work/exams; special needs (ADA); academic
integrity, courtesy; dress code; extra credit, etc.
15. Course Calendar
Exam dates, assignments, due dates and other
deadlines; schedule of readings and topics;
statement regarding possible need for
flexibility in calendar