

McKENDREE UNIVERSITY
SYLLABUS TEMPLATE
(DRAFT Revised Summer, 2011 DRAFT)

The mission of McKendree University is to provide a
high quality educational experience to outstanding students.

~Responsible Citizenship ~Engagement ~Academic Excellence ~Lifelong Learning

COURSE NUMBER AND COURSE TITLE:

INSTRUCTOR:

CONTACT INFORMATION (e.g., phone, email):

SEMESTER/YEAR/TIME:

OFFICE HOURS:

COURSE INFORMATION:

Teaching Philosophy:

How to Succeed in this Course:

We have various resources to help students succeed at McKendree University.
Please visit the website or Blackboard for information on these resources.

Course Description & Course Pre-requisites: (from catalog)

Course Objectives & Program Objectives (if available):

Required Course Text and Materials:

General Class Policies (Exams, Late Assignments, Writing Assignments, Classroom Behavior, Rubrics, etc.):

Attendance and Participation:

Students voluntarily absenting themselves from class meetings assume responsibility for sanctions imposed by the instructor. Each instructor has the responsibility of making clear to the students in writing what the attendance policy will be in each course. Unless otherwise stated, three hours of unapproved absence are the maximum allowable without academic penalty.

Student Absences for Official University Functions

Students shall be excused without penalty from class to participate in official University sanctioned student activities, including intercollegiate athletic competitions, debate meets, band and choir performances, University field trips, and other events approved by the Provost. Students are not to be excused from class to attend practices. In addition, students must give satisfactory notice to their instructors prior to scheduled absences.

Students are responsible for all content and assignments missed while absent from class to attend University sanctioned student activities. Any deviation from this policy must be approved by the Provost.

VA Policy on Class Attendance

According to the "Veterans Education and Employment Assistance Act of 1976," veterans who are absent from a class for an excessive amount of time must be reported for non-attendance to the Veterans Administration. The veteran's last date of attendance is determined by the instructor's roll book. A veteran or eligible person will receive no benefits for a course audited.

SELECTED MCKENDREE UNIVERSITY COURSE POLICIES:

Academic Honesty:

Any student detected of cheating or engaging in plagiarism on any exam or paper, or participating in any other form of academic dishonesty, will receive the appropriate sanctions, which can include a failing grade ("F") for the course. Please visit with me regarding any questions. In cases of serious violations, additional sanctions (such as academic probation or suspension) are possible.

ADA Policy:

A student requiring assistance with the technical portions of the course should contact the Instructor or the Academic Support Center. Services for Students with disabilities are provided through the McKendree Academic Support Center (MASC) in order to help the student integrate into the entire university experience. MASC provides coordination and implementation of special accommodations for students with documented disabilities.

Challenges to Academic Decisions:

Students who think that their work has been improperly evaluated or who think that they have been unfairly treated in any academic decision may use the grievance procedures found in the catalog.

Course Deletions/Additions:

Students may drop or add courses according to the schedules posted by the Office of Academic Records for each semester. Drops and adds are not effective until recorded by the Registrar. A course may not be added after one week from the first class meeting.

Email:

Every student is issued a McKendree email account, which is one of the major means of communication from departments such as the Office of Academic Records, Student Affairs and the Business Office. All students are responsible for checking their McKendree email accounts regularly, and are accountable for information disseminated to their email accounts. Failure to read university communications sent to McKendree email accounts does not absolve students

from knowing and complying with the content of these communications.

Severe Weather Policy:

Under severe weather conditions, university officials will announce whether the university is open, closed, or on a snow schedule. Announcements for the Lebanon Campus will be posted on the McKendree web site, KMOX radio (1120 AM), and KMOV television (Ch. 4).

Snow schedule – Lebanon Classes beginning at 8:00 a.m. and 9:00 a.m. are cancelled; 9:30 a.m. classes will begin at 10:00 a.m. Normal class schedule resumes beginning with 10:00 a.m. classes. All offices open at 10:00 a.m.

Students taking courses at locations other than the Lebanon campus should check their email and contact the director of their program for additional information about weather related class cancellations.

The instructor reserves the right to make adjustments to the grading criteria.

GRADING INFORMATION & GRADING SCALE	
Assignment X	XX Points
TOTAL	XX Points

A	94%
A-	90%
B+	87%
B	84%
B-	80%
C+	77%
C	74%
C-	70%
D	60%
F	Below 60%

COURSE OUTLINE (DETAILED SCHEDULE BY MODULE/WEEK/COURSE/OR DAY)

Module (week)	Date	Activities/Chapter	Information
1	X/X/XX		
		FINAL EXAM DATE	