

SYLLABUS TEMPLATE

Mission of the College

Andrew College – the United Methodist beacon of education, spiritual, and cultural uplift to Southwest Georgia since 1854 – prepares students for lives of servant leadership and purpose through higher education that is relevant to its region and beyond.

1. Title and Number of Course
Term (Spring, Summer, Fall) and Year
Description of Course (closely follow description in catalog)
Prerequisite (if any)
2. Instructor
Office Hours
Office Location
Contact Information
3. Textbook(s) (Remember to include a statement in your syllabi that all students must have a textbook or a confirmation that he or she has ordered a textbook by the end of the drop/add period.) * If no text is required for the course, please add a sentence that states this.
4. Course Objectives – stated in terms of what students will do after they have studied the subject matter.
5. Specific Course Requirements

Include Writing Component
6. Evaluation Procedure – grading policy, schedule of exams, oral reports, papers, laboratory exercises, etc...
7. Attendance Requirements.
8. Rules on Academic Integrity
Include Statement of high moral and ethical expectation.
Refer to the catalog's statement on academic integrity.

9. Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Coordinator in Old Main 321, by phone, 229-732-5908, or e-mail, disabilityservices@andrewcollege.edu

10. Outline of Topics to be Covered (Optional).

This statement must appear on all syllabi:

All students will dress in a manner demonstrating respect to other students, faculty, administration, and guest speakers. Unless otherwise notified, attire on campus should be as normally acceptable in standards of neatness, cleanliness, modesty, and good taste. Dressing appropriately is considered part of the learning process. Student who are inappropriately dressed will be asked to leave class.

COVID-19 Policy

A. Physical Classroom Safety Procedures

- a. Masks will be worn at all times by all people inside class buildings. Faculty have the authority to exclude from the classroom students who do not wear masks for the safety of others.
- b. The college has determined classroom capacity after studying suggested guidelines. Staggered class populations or alternate room locations may provide options (see below). Safe social distancing procedures will be observed by everyone.
- c. Sanitizing supplies will be available in the buildings. Students and faculty will be urged to use sanitizing supplies and to get wipes to sanitize their own space used during the class.
- d. Faculty members will ask students to enter and to leave the classroom in an orderly fashion.

B. Instruction Policy

- a. Instructors should be ready at any time to move their classes to a totally online format in the event of necessity. If a move is made to online classes, students are expected to attend one synchronous class per week. Students must be familiar with the learning platform (Moodle/Canvas) used for the class and be ready to move totally online if needed.

C. Attendance Policies

Online and Hybrid Class Attendance Policy: Instructors will indicate the class activity that will note a student's presence in the class each week. Students must

complete the specified activity in order to be counted present for the week. The instructor should enter the week's attendance for the class in Empower by the following Monday at noon.

Face-To-Face Class Attendance Policy: The regular Andrew College attendance policy will apply. However, students should e-mail their instructors to self-report Covid-19 exposure/symptoms in order to be excused from class; these instances will NOT count toward the total number of absences for the class. Instructors will forward these e-mails to the Dean of Students and the Athletic Director (for athletes) for further investigation and action. If classes must be moved to an online format, the Online and Hybrid Attendance Policy will apply.