

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 Director of Disability Services (229-732-5962).

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. Andrew College requires all students, regardless of vaccination status to wear masks inside campus buildings and practice physical distancing. Outdoors, non-vaccinated students are required to wear masks and practice physical distancing. When outside, fully vaccinated students are encouraged to wear masks, although they are **not required** to wear them, and should practice physical distancing.
- b. Courses will be delivered in the mode stated on the academic schedule. Students and faculty must be able to move to a fully online capacity, if the necessity occurs.
- c. Faculty have the authority to exclude from the classroom students who refuse to wear their masks correctly.
- d. Andrew College faculty have the option to schedule meetings via Zoom or in-person with students.
- e. Fully vaccinated Andrew College faculty have the choice to teach without a mask if they utilize a plexi-glass partition and maintain safe physical distancing. If faculty are fully vaccinated and choose not to utilize a plexi-glass partition, faculty will need to wear a mask and practice physical distancing. Non-vaccinated faculty members will be required to wear a mask and practice physical distancing.
- f. Certain programs may require students to have COVID-19 vaccinations for full program participation.

B. Attendance Policies

- a. Students and faculty will follow the attendance policy as set forth in the Andrew College Catalog and on this syllabus. Students should email the Dean of Student Affairs to self-report COVID-19/Delta Variant exposure/symptoms. The Dean of Student Affairs will communicate to the Academic Dean who will notify faculty when a student is sent home for quarantine/isolation and/or tests positive.