

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. Student Learning Outcomes – 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...the evaluation procedure should stipulate exactly how the final grade will be determined, i.e. the formula used, the point system, the percentage assigned, etc..., so that students and faculty know how the grade will be determined.
7. Attendance Requirements. Please add your requirements along with the NEW APPROVED POLICY:

Andrew College believes that class attendance is a necessary part of the learning experience. The classroom enriches and deepens student learning through the collective interaction between peers and the professor. Therefore, students are expected to attend all classes.

The responsibility of setting an attendance policy rests entirely with the faculty member. All instructors, both face-to-face and online, will, at the beginning of each semester, make a clear statement to each class regarding policies in handling absences. The statement should be included in the course syllabus. For financial aid purposes, instructors must report any student absent from a course to the Director of Retention on the first day each course is held, as well as be able to report the last date of class attendance.

The college recognizes that students may be compelled to miss a class due to illness, death in the immediate family, religious observances, or college-sponsored events. When students are compelled for any reason to be absent from class, they should immediately, and in advance when possible, convey the reason for the absence directly to the instructor. When students are absent for these reasons, they may be allowed to make up assignments at the discretion of the faculty member. A student who exceeds the maximum absences outlined in the syllabus may be administratively withdrawn from the course and may receive a grade of WF in the course.

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.

Any reason for administrative withdrawal, including absences, late deadlines, non-participation, etc., must be clearly defined in the syllabus.