Syllabus Template

Olivet University
San Francisco, California

College
Course Number, Course Name (as it appears in the catalog), Quarter

Instructor(s):	(Your name)
Phone Number:	(area code) (telephone number)
Email:	(Your email address)
Office Hours:	(Days and time)
	Instructor response and availability (turn around time for email, grade posting, etc.) must be stated for online courses.
Meeting times:	(Days and time)
Classroom:	(Room number)
Prerequisites and/or co-requisites:	(If none, delete this row)

Course Description:

(a. Catalog description of the course)
(b. Teacher's summary of the course including structure, i.e., units, topics...(Optional)

Relation to the College Statement of Mission:

This course provides students with knowledge in the subject of Mission Methods and Strategy. It advances the mission of Olivet University by equipping students as biblical scholars and leaders, in addition to the practical skills to communicate the Gospel, especially critical thinking, writing, and public speaking, which are necessary for effectiveness in the 'network generation.'

Course Learning Objectives/Outcomes:

(Insert course learning objectives/outcomes that communicate what students can expect to learn.)

Texts/Readings:

  a. **Required:** (Insert the complete textbook citation here. Include ISBN and where students can buy the text.)
  b. **Recommended:** (Insert the list of any additional texts/readings here.)

Other equipment/material requirements: (optional)

(Include as necessary e.g., if students need to obtain specific software to do homework, etc. here.)

Course Requirements: (number of exams, assignments, etc.)

(Include any special requirements such as group projects, attendance at outside events, etc.)

Grading Standards:

(Include any schemes for indicating relative weight of assignments, and attendance policies.)

Policy on late work and/or missed exams:

(Include the policy on late work and/or missed exams)

Credit Hour Definition:

This course carries ___quarter credit hours. (Include the number of quarter credits)

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately ten weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."

Academic Honesty:

Students will be expected to adhere to standards of academic honesty and integrity, as outlined in the Student Academic Honesty Policy. All assignments must be original work, clear and error-free. All ideas/material that are borrowed from other sources must have appropriate references to the original sources. Any quoted material should give credit to the source and be punctuated accordingly.

Academic Honesty and Integrity: Students are responsible for honest completion and representation of their work. Your course catalog details the ethical standards and penalties for infractions. There will be zero tolerance for infractions. If you believe there has been an infraction by someone in the class, please bring it to the instructor's attention. The instructor reserves the right to discipline any student for academic dishonesty, in accordance with the general rules and regulations of the university. Disciplinary action may include the lowering of grades and/or the assignment of a failing grade for an exam, assignment, or the class as a whole.

ADA Statement:

Example: It is the University's goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please let me know immediately so that we can discuss options. You are also welcome to contact Student Services Office (415-371-0002) to establish reasonable accommodations.

Minimum Student Skills & Technology Requirements: *(Applicable to online courses only)*

Students should have basic computer skills, be able to navigate the Internet, and have working experience with any word processor such as Microsoft Word or WordPerfect. The following skills are especially important:

- Cut, copy, and paste
- Manipulate image area
- Manipulate fonts
- Manipulate text blocks
- Manage files
- Save and save as

If students use their personal computers to run MyOlivet online courses, they should have a reliable Internet connection and need to check the following list to make sure their computers meet the minimum

requirements:

Technology Requirement

- Platform: Microsoft Windows XP or above with current service pack and updates OR Apple Macintosh OS X – v. 10.2 or higher
- Microsoft Office: Word, Excel, and PowerPoint (any versions older than 2007 should install compatibility pack)
- Adobe Acrobat Reader: Most recent version
- Web Browser: Internet Explorer, Mozilla Firefox, or Google Chrome (Plug-ins for Adobe Flash and Java installed)
- Broadband Internet Connection: Typically DSL or cable service

Course Schedule:

(Give sufficient detail so that students understand what percentage of the course is spent on various topics.)

Date	Description	Special Note
List all dates even omissions.	Subject, topic, unit	Assignments due, test, etc.

Selected Bibliography: (as appropriate)