

SYLLABUS TEMPLATE

Park University

MISSION STATEMENT

The mission of Park University, an entrepreneurial institution of learning, is to provide access to academic excellence, which will prepare learners to think critically, communicate effectively and engage in lifelong learning while serving a global community.

VISION STATEMENT

Park University will be a renowned international leader in providing innovative educational opportunities for learners within the global society.

The course symbol and number are located in the most current Park University Undergraduate Catalog.

Example: AN 100

COURSE SYMBOL AND NUMBER:

The course descriptor relates to the fact if the course is MGE/GE or MLL/LL.

Example: MGE

COURSE DESCRIPTOR:

The course title is located in the most current Park University Undergraduate Catalog.

Example: General Anthropology

COURSE TITLE:

The semester/term refers to when the course will be taught.

Examples: Spring 2004/S1J03/S1T03

SEMESTER/TERM COURSE BEING TAUGHT:

Your name:

Example: Dr. John Doe

NAME OF FACULTY MEMBER:

Your Faculty Title:

Example: Assistant Professor of American Studies/Adjunct Faculty

TITLE OF FACULTY MEMBER:

Location of Your Office:

Example: SC 005

FACULTY OFFICE LOCATION:

The time in which learners may contact or visit your office:

Example: Monday and Friday: 9:00-10:30 a.m.

FACULTY OFFICE HOURS:

Your office telephone number at Park University:

Example: 816.584.6000

FACULTY OFFICE TELEPHONE NUMBER:

Your Park University e-mail address:
Example: John.Doe@park.edu

FACULTY PARK E-MAIL ADDRESS:

Your personal or faculty web page:
Example: John.Doe@captain.park.edu

FACULTY WEB PAGE ADDRESS:

Dates of the semester/term:
Examples: August 18-December 12, 2003

DATES OF THE SEMESTER/TERM:

The day of the week your class is held:
Examples: Monday-Wednesday-Friday or Tuesday evenings

CLASS SESSION DAY(S):

The time of the week your class is held:
Examples: 10:00-10:50 a.m. or 5:30-9:50 p.m.

CLASS SESSION TIME:

List any prerequisite(s) listed in the current Park University Undergraduate Catalog.
Example: AC 201

PREREQUISITE(S):

The credit hours awarded for this course. The credit hours are listed in the current Park University Undergraduate Catalog.
Example: 3

CREDIT HOURS:

List the textbook(s) required and/or suggested for this course. The listing should include: name of author(s), title of the textbook, edition, city of publication, publisher, and copyright date.
Example: Scupin, Raymond and Christopher R. Decorse. Anthropology: A Global Perspective, 5th edition. Upper Saddle River, NJ.: Prentice Hall, 2003.

COURSE TEXTBOOK(S):

The course description has to be verbatim from the current Park University Undergraduate Catalog.
Example: This course is an introduction to the principles and processes of physical and cultural anthropology. Course topics include areas of human evolution, prehistoric archeology, population genetics, development of cultural and social systems, ethnology, and linguistics. Concepts examined include research and ideas from the various schools of anthropological thought.

COURSE DESCRIPTION:

Your educational philosophy.
Example: The facilitator's educational philosophy is one of interactiveness based on lectures, readings, quizzes, dialogues, examinations, internet, videos, web sites and writings. The facilitator will engage each learner in what is referred to as disputatious learning to encourage the lively exploration of ideas, issues and contradictions.

FACILITATOR'S EDUCATIONAL PHILOSOPHY:

Learning objectives are brief, clear, specific statements of what learners will be able to perform at the conclusion of instructional activities. Learning objectives stem from course objectives; course objectives are broad statements reflecting general course goals and outcomes, while learning objectives are targeted statements about expected learner performance. Generally, learning objectives are competency-based as they designate exactly what learners need to do to demonstrate mastery of course material. Learning objectives are always stated in terms of learner outcomes. Objectives are listed in action verbs: analyze, compute, derive, explain, justify, report, appreciate, contrast, designate, identify, list, respond, classify, define, discuss, infer, name, solicit, collaborate, demonstrate, display, integrate, organize, state, compare, direct, evaluate, interpret, outline or synthesize. The facilitator should state before listing the objectives "On completion of this course, learners should be able to: For further information, please visit <http://captain.park.edu/facultydevelopment.htm>

Example: Demonstrate a basic level of competence in the use of a variety of disciplinary research methods.

COURSE OBJECTIVES:

This section is where the facilitator lists assessment of learning. Assessment of learning should be in relation to the course objectives listed above.

Example: Examinations, quizzes, presentations, projects, papers, etc.

COURSE ASSESSMENT:

This section is where the facilitator list course grading plans for assessment measures.

Example: Examinations Two 100 points each 200 points

GRADING PLAN:

The statement of Academic Honesty may not be changed. The statement is directly from the Park University Undergraduate Catalog. The facilitator may add to the statement.

ACADEMIC HONESTY: Academic Honesty is required of all members of a learning community. Hence, Park will not tolerate cheating or plagiarism on tests, examinations, papers, or other course assignments. Learners who engage in such dishonesty may be given failing grades or expelled from Park.

The statement of plagiarism may not be changed. The statement is directly from the Park University Undergraduate Catalog. The facilitator may add to the statement.

PLAGIARISM: Plagiarism—the appropriation or imitation of the language or ideas of another person and presenting them as one’s original work—sometimes occurs through carelessness or ignorance. Learners who are uncertain about proper documentation of sources should consult their facilitator.

The statement on the attendance policy may not be changed. The statement is directly from the Park University Undergraduate Catalog. The facilitator may add to the statement.

ATTENDANCE POLICY: Facilitators are required to keep attendance records and report absences. The facilitator may excuse absences for cogent reasons, but missed work must be made up within the semester/term of enrollment. Work missed through unexcused absences must also be made up within the semester/term of enrollment, but unexcused absences may carry further penalties. In the event of two consecutive weeks of unexcused absences in a semester/term of enrollment, the learner will be administratively withdrawn, resulting in a grade of "F". An Incomplete grade will not be issued to learners who have unexcused or excessive absences recorded for a course. Learners receiving Military Tuition Assistance (TA) or Veterans Administration (VA) educational benefits must not exceed three unexcused absences in the semester/term of enrollment. Excessive absences will be reported to the appropriate agency and may result in a monetary penalty to the learner. Reports of a F grade (attendance or academic) resulting from excessive absence for learners receiving financial assistance from agencies not mentioned above will be reported to the appropriate agency.

The facilitator's stated policy on late submission of course material.

Example: The facilitator will not accept assignments late. Assignments not submitted on the due date will receive a grade of "zero".

LATE SUBMISSION OF COURSE MATERIALS:

This section is where the facilitator may list regulations within their classroom.

Example: Computers make writing and revising much easier and more productive. Learners must recognize though that technology may also cause problems. Printers run out of ink and hard drive crash. Learners must be responsible for planning ahead and meeting deadlines in spite of technology. Be sure to save copies of your work to disk, hard drive, and print out paper copies for backup purposes.

CLASSROOM RULES OF CONDUCT:

DISABILITY GUIDELINES: Park University is committed to meeting the needs of all learners that meet the criteria for special assistance. These guidelines are designed to supply directions to learners concerning the information necessary to accomplish this goal. It is Park University's policy to comply fully with federal and state law, including Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, regarding learners with disabilities and, to the extent of any inconsistency between these guidelines and federal and/or state law, the provisions of the law will apply. Additional information concerning Park University's policies and procedures related to disability can be found on the Park University web page: www.park.edu/disability.

This section is where the facilitator list by class session or week readings, assignments, etc.

COURSE TOPIC/DATE/ASSIGNMENT: