



November 5, 2013

Mark Cullum, DPhil.
Associate Professor of History
Hardin Admin 321
Abilene Christian University
325-674-2845

Re: HIST 408 application

Dear Dr. Cullum,

Thank you for submitting a new course application. The course evaluation team in the Adams Center has had the pleasure of reviewing History 408: Mesopotamia: Cradle of Civilization.

We reviewed the syllabus based on the ACU Syllabus Guidelines and found the syllabus to meet the guidelines. The following items will align your syllabus fully with these standards: Adding a catalog description, connecting assignments to course competencies, and inclusion of some missing policies (ADA, etc.).

In the course application under "Systems and Catalog Information," you may want to fill in items 3, 4, & 10 and under II "Curriculum" items 1 & 2. Sometimes this information is listed in other parts of the application, but it is always helpful to have the information in all areas of the application.

Please consider revising these items if you believe they benefit your students and/or your application process. If there are reasons that would justify not making the recommended changes, please prepare them for council when your course is reviewed. You do not need to resubmit the syllabus and application again.

If there is any aspect of the syllabus or course application that you would like to discuss further, please let me now and we can schedule a time. The Adams Center team is here to serve you in any aspect of the course development, implementation, and/or ongoing teaching of the course. Again, thank you for allowing the Adams Center team to review your course application and if there is any way we can serve you, please know we are here to serve you.

Sincerely,

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ABILENE CHRISTIAN UNIVERSITY
LIBRARY

M E M O R A N D U M

DATE: November 1, 2013
TO: Dr. Mark Cullum, Dr. Ron Morgan
FROM: Mark McCallon, Associate Dean for Library Services
RE: Course Application for HIST 408 – Mesopotamia : Cradle of Civilization

After reviewing the course proposal and syllabus, the library can support the proposed course. Your library liaison Karen Hendrick (hendrick@acu.edu) is available to do instructional sessions for your students or provide additional resources in support of the class. Thank you for letting us review the course application.