

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: November 11, 2014
TO: Dr. Matthew Steele
FROM: Mark McCallon, Associate Dean for Library Services
RE: New Course Proposal, ENGR 305 – Environmental Health and Safety for Engineers

The library has examined the course proposal and is able to support the proposed course. Please contact your librarian liaison, Mark McCallon (mccallonm@acu.edu), if additional library resources are needed to support the proposed course. Thank you.

October 23, 2014

Contact information of faculty submitting application

Re: Review of Environmental Health and Safety for Engineers – ENGR 305

Dear Dr. Steele,

Thank you for the submission of Environmental Health and Safety for Engineers – ENGR 305. I reviewed the syllabus based on the ACU Syllabus Guidelines. Please check the attached list, which indicates whether items have been addressed.

In addition, I also reviewed the syllabus from an instructional design perspective and here are changes that I suggest you make:

- Under the Grading Policy section, Monday and Wednesday class meetings are indicated, but the dates from the course schedule and the initial Class Meeting Times and Location indicate Tuesday and Thursday meetings. Please clarify this discrepancy.
- Due dates for homework assignments are not indicated on the calendar. While they are standardized in the Grading Policy section, they should also be identified on the calendar.
- Thank you for adding the Final Exam date and time to the calendar. This addition will be helpful to students who already feel anxiety about taking the exam.

This letter is not meant to be a final approval in the course application process. Instead it is intended as a reference which will be read by your department chair and members of the council, who may also have questions or comments of their own. Please modify the syllabus items based on our suggestions, or prepare to justify keeping the items as they are.

We would like to thank you for allowing the Adams Center team to review your course application. The instructional design team would love to work with you on your syllabus, as well as the design, development or revision of this and other courses. If there is anything else we can do to help you, please feel free to let me know.

Sincerely yours,

David Christianson
Instructional Designer
Adams Center for Teaching and Learning
Abilene Christian University

David Christianson's suggested changes have been implemented.

MTS