

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: November 12, 2014
TO: Dr. Matthew Steele
FROM: Mark McCallon, Associate Dean for Library Services
RE: New Course Proposal, ENGR 306 – Engineering Ethics

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.

Berlin Fang's suggested changes have been implemented and the prerequisite of ENGL 111 is correct.

MTS

October 23, 2014

Dr. Matthew Steele
Foster Science 317
Abilene Christian University
325-674-2002
mts13a@acu.edu

Re: Review of ENGR306: Engineering Ethics

Dear Dr. Steele,

Thank you for the submission of ENGR306: Engineering Ethics. 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:

1. Your prerequisite is ENGL111, which seems to be a course in English. Do you mean ENGR? I just want to make sure.
2. In your grading area, for each type of assessment, you have the number of items (e.g., 2 exams) and the grades for each (e.g. 100 points each), but you do not have the same format for "final exam". For consistency, would you mind adding points for final exam as well for this section (100 points)?
3. Could you consider adding your policy about participation?
4. Your calendar does not include the 10 homework assignments. Could you consider adding them? This would make it clearer to students since you do not have an assignment in each and every week.

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. We would appreciate it if you could 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,



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