

ACU Syllabus Checklist

Revised on July 15, 2014 based on ACU New Course Application v10.5.

Course Title and Number

ENGR320

Reviewer

Berlin Fang

Developer

Professor Raymond Sm

About the course

- ☐ Course number and title
- ☒ Credit hours
- ☐ Semester and year
- ☒ Meeting time and place
- ☒ Prerequisites/co-requisites

About the instructor(s)

- ☐ Name and title or rank
- ☐ Office location
- ☐ Phone numbers
- ☐ Email address
- ☐ Office hours/contact expectations

Mission statements

- ☒ ACU mission statement
- ☒ College mission statement
- ☒ Department mission statement
- ☐ Personal mission statement (optional)

Unique Christian Perspective

- ☒ Description of how learning and Christian faith are integrated in the course

Course Content

- ☒ Catalog description
- ☒ Intended audience
- ☒ Outline of topics

Teaching/Learning Methods and Format of Class Sessions

- ☐ Description of the types of activities students should expect in the course

Materials

- ☒ Required and optional materials, including textbooks, etc.

Learning Objectives/Competencies

- ☒ Specific competencies stated in measurable terms
- ☒ Assignments or instruments that will be used to assess the competencies.

Assessment/Grading Criteria

- ☒ Complete and accurate details of factors and elements that will comprise the final grade
- ☒ Weight or point value of all graded elements
- ☒ Grading scale with clear expectations for grades
- ☐ Extra credit opportunities (optional)

University Policies

- ☒ Special needs policy -ADA
- ☒ Academic integrity policy (recommended)
- ☐ Title IX policy (recommended)

Course Policies

Expectations and consequences regarding:

- ☒ Participation
- ☒ Attendance and tardiness
- ☐ Course specific academic integrity policy (optional)

Calendar

(Note: Calendar is not required for Course Application, but it must be included in all syllabi distributed to students.)

- ☒ Exam dates
- ☒ Assignments
- ☒ Due dates and other deadlines (and late assignment/exam policy)
- ☒ Schedule of readings and topics
- ☒ Statement to reserve the right to modify the calendar as necessary

Any comments?

See letter attached.

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ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: March 30, 2015
TO: Ray Smith
FROM: Mark McCallon, Associate Dean for Library Services
RE: New Course Proposal, ENGR 320 – Material Science

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 students working on their projects. Thank you.

March 30, 2015

Professor Raymond (Ray) Smith, CMfgE MEM
Engineering & Physics Department
res14a@acu.edu

Re: Review of ENGR320: Material Science

Dear Professor Smith,

Thank you for submitting the syllabus for ENGR320: Material Science. I reviewed the syllabus based on the ACU application requirements. Please see the attached checklist and make changes as needed.

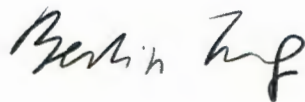
Specifically, here are a few places that you may consider changing:

1. A few components are missing, including: course ID, semester (Fall? Spring?), instructor information (if available), and a description of the types of activities students should expect in the course.
2. I wonder if you could move ADA compliance and Academic Integrity closer as both are university policies. It is a good design principle to group similar items together.

You can make these changes yourself. There is no need to bring the syllabus back to the Adams Center for another review. However, this letter is not meant to be a final approval in the course application process. Your department chair and members of the council may have questions or comments of their own.

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,

A handwritten signature in black ink, appearing to read "Beth H. Ziegler". The signature is fluid and cursive, with the first name "Beth" and the last name "Ziegler" being the most prominent parts.