

February 26, 2015

Professor Rich Jinkerson
Foster Science 317D
(325)674-2165
richard.jinkerson@acu.edu

Re: Review of ENGR334: Heat and Mass Transfer

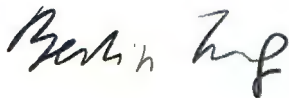
Dear Professor Jinkerson

Thank you for the submission of ENGR334: Heat and Mass Transfer application materials. I reviewed the syllabus based on the ACU application requirements. Please see the attached checklist and make changes as needed. Specifically you might want to clarify your schedule, which has some information that is not consistent with the rest of the document. I understand that this course was offered as a special topics course in Spring 2015, but it might be a good idea to resolve the inconsistencies in ID and dates by either adding a statement to explain that this is a schedule that illustrates what the course schedule would be like in 2016, or change the dates to be dates in 2016.

Other than these, the syllabus meets the requirements by the university guidelines. However, 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 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,

A handwritten signature in black ink, appearing to read "Beth Huf". The signature is written in a cursive, flowing style.

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: March 20, 2015
TO: Rich Jinkerson
FROM: Mark McCallon, Associate Dean for Library Services
RE: New Course Proposal, ENGR 334 – Heat and Mass Transfer

Due to the nature of the course and the assignments, library support is not required for the proposed course. Please contact your librarian liaison, Mark McCallon (mccallonm@acu.edu), if additional library resources are needed. Thank you.

Syllabus Checklist v10.5

Course ID ENGR 334

Developer Rich Jinkerson

NOTE: It is not necessary to submit this checklist with the New Course Application. It is provided to assist the course developer in ensuring that all essential syllabus elements are addressed. The checklist is used by the Adams Center in syllabus review. All items below are required unless otherwise marked.

About the Course ☒ Course number and title ☒ Credit hours ☒ Semester and year ☒ Meeting time and place ☒ Pre-requisite/co-requisite About the Instructor(s) ☒ Name and title or rank ☒ Office location ☒ Phone number(s) ☒ Email address ☒ Office hours / contact expectations Mission Statements ☒ ACU mission statement ☒ College mission statement ☒ Departmental 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 ☒ Format of course/types of activities student should expect in the course 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 expectations for letter 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: - o Attendance and Tardiness - o Participation - o Course specific academic integrity policy (optional) Course 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 - o Late assignment/exam policy ☒ Schedule of readings and topics ☒ Statement to reserve right to modify the calendar as necessary
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