

ACU Syllabus Checklist

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

Course Title and Number

ENGR 350: Engineering

Reviewer

Berlin Fang

Developer

Dr. Lori Houghtalen

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

- ☒ 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?

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LIBRARY

M E M O R A N D U M

DATE: April 21, 2015
TO: Dr. Lori Houghtalen
CC: Dr. Matthew Steele
FROM: Mark McCallon, Associate Dean for Library Services
RE: New Course Proposal, ENGR 350 – Engineering Economics

The library has examined the course proposal and is able to support the proposed course. In addition to the resources listed in the syllabus, would you please consider adding the ACU Library's Lynda.com (<http://www.lynda.com/portal/acu>) site as a resource for tutorials on Excel? The video tutorials are of high quality and provide additional support for the course competency for creating Excel spreadsheets. Please contact your librarian liaison, Mark McCallon (mccallonm@acu.edu), if additional library resources are needed to support the proposed course. Thank you.

March 4, 2015

Dr. Lori Houghtalen
TBD
(325) 678-378-2177
lori.houghtalen@acu.edu

Re: Review of ENGR350: Engineering Economics

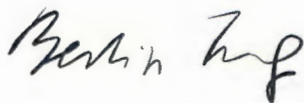
Dear Dr. Houghtalen,

Thank you for submitting the syllabus for ENGR350: Engineering Economics. The Adams Center has reviewed the syllabi based on the ACU application requirements. We think that the syllabus meets the university requirements. Please see the attached checklist. Specifically you might want to add a brief summary of types of activities students should expect in the course, for instance, is your class consisting of lectures? Discussions? Hands-on work? Adding a short section about this will help prospective students.

This letter is not meant to be a final approval in the course application process. Instead it is intended as a reference for members of the council, who may 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 "Berlin Tuf". The signature is written in a cursive, flowing style.