

ACU Syllabus Checklist

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

Course Title and Number

ENGR 355 Electronic De

Reviewer

David Christianson

Developer

Darby Hewitt

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?

Please identify the intended audience for the course.
The syllabus indicates under the Attendance heading that absences and tardies "will negatively affect your participation, homework, quiz grades."
No grade values are listed for quizzes or participation.

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Monday, March 9, 2015
Darby Hewitt
Abilene Christian University

Re: ENGR 355 Application

Dear Darby,

The Adams Center has completed the review of ENGR 355: Electronic Devices. The syllabus was reviewed based on the ACU Syllabus Guidelines. The syllabus proposed meets or exceeds most of the expectations described in these guidelines.

As you prepare your syllabus to present to the Council, take note of these suggestions.

- Please identify the intended audience for the course.
- The syllabus indicates under the Attendance heading that absences and tardies "will negatively affect your participation, homework, quiz grades." No grade values are currently listed for quizzes or participation, so this statement may need rewording or the grades should be added for quizzes and participation.

There is no need to return the syllabus to the Adams Center for further review. Of course, if you would like to discuss these suggestions or any other aspect of your syllabus or instructional strategies, please contact me and we will schedule a time as soon as possible. We are here to serve you as you help prepare students for Christian service and leadership throughout the world.

Grace and Peace,

A handwritten signature in black ink, appearing to read "David P. Christianson". The signature is fluid and cursive, with the first name "David" being the most prominent.

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

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: April 21, 2015
TO: Dr. Darby Hewitt
FROM: Mark McCallon, Associate Dean for Library Services
RE: New Course Proposal, ENGR 355 – Electronic Devices

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.