

ACU Syllabus Checklist

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

Course Title and Number

JMC 367: Social Media

Reviewer

Berlin Fang

Developer

Dr. Jessica Smith

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?

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February 5, 2015

Dr. Jessica Smith
Don Morris 316
(325)674-2045
jessica.smith@acu.edu

Re: Review of JMC367- Social Media

Dear Dr. Smith,

Thank you for the submission of JMC367- Social Media. I reviewed the syllabus based on the [ACU Syllabus Guidelines](#). Please check the attached list, which shows which items have been addressed.

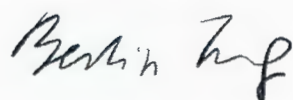
Specifically, you might want to add semester, year, meeting time, location, prerequisites (if any) in the course when such information becomes available. You might also want to have a brief description about the format of your course. For instance, will you be using lectures and in-class discussions in most classes? Which part of the class takes place in the class blog? You have some such information in the participation section, but it will help to have one brief section about class format as well. You could make changes to these items yourself, or prepare to share with the council the rationale for keeping them as they are. In either case, there is no need to bring the syllabus to us for a second review.

Other than these, I think your syllabus is very clear and effective in communicating your expectations.

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 "Berlin Tuf". 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 19, 2015
TO: Dr. Jessica Smith
FROM: Mark McCallon, Associate Dean for Library Services
RE: Course Application for JMC 367 – Social Media

After reviewing the course application, the library is able to support the proposed course. Please contact Melinda Isbell, Library Acquisitions Coordinator, if additional library resources are needed to support the course. Thank you for the opportunity to evaluate the syllabus and course proposal.