

*Pacific Union College Syllabus Template: Use of this template and the included policy statements is optional. Faculty may develop their own syllabi and policy statements or use modified versions of the provided suggestions so long as they conform to the institutional policies outlined in the Faculty Handbook and the General Catalog.*

*The green italicized text sprinkled throughout the document provides information to instructors regarding the use of this template. These portions of text should be removed prior to publishing the syllabus.*

*Template updated by CECOM 05/11/2012  
Links updated by Academic Admin 06/1/21*

## **Pacific Union College Syllabus**

# **SYLL 101- Introduction to Syllabi (2 credits)**

Professor First Last, M.A.

Instructor Phone # | Instructor email@puc.edu | Office Building & Room #

## **BASIC COURSE INFORMATION**

Quarter & Year | Day(s) & Time | Building & Room #

Catalog Description:

Texts:

Materials and Fees:

Disclaimer- The instructor has the right to alter or adjust the syllabus as needed. Any exceptions to this syllabus are at the instructor's discretion and will be announced in class or on Canvas.

## **STUDENT LEARNING OUTCOMES**

**By the end of this course, the successful student will be able to:**

1.

2.

...

*Outcomes should begin with active verbs and be as concrete and specific as possible. Indicate what you want your students to be able to do after taking your course. See also the "PUC Student Learning Outcome Guidelines", which can be found online at <https://www.puc.edu/academics/academic-administration/documents> for multi-sectioned courses, be sure to include the core SLOs that have been determined by your department.*

**General Education Outcomes-** This course applies to GE Section <<GE Section #>> and contributes to the following GE outcome:

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**Program Outcomes-** This course applies to the major in <<Major within your Department>> and contributes to the following program-level outcomes:

-

## COURSE EXPECTATIONS AND POLICIES

**Academic Policies:** All courses offered at Pacific Union College are subject to the institutional academic deadlines and policies, available for review here: <https://www.puc.edu/academics/records>. These policies are imported by reference into this syllabus and students are held responsible for compliance with them.

**Attendance:** *Provide the attendance policy for the course. Each instructor has the right to establish a specific attendance policy best suited to a given course within the parameters of the official class attendance policies regarding planned and unplanned absences in the current Course Catalog.*

**Late Work:** *Provide the late work policy for the course. There is no institution-wide late work policy; each instructor has the right to establish a specific late work policy best suited to a given course. Remember that late work can never be accepted after the end of the term.*

**Outside-of-Class Expectations:** *It is optional but highly recommended to provide a statement regarding the outside-of-class expectations. Here is one way that this expectation can be worded in the syllabus:* Learning takes time; the more effectively you spend time, the greater the chance of success in learning. To maximize learning in this class, you should budget at least 2 hours outside of class for every 1 hour of scheduled class time. If you plan on multi-tasking during study (surfing the Internet, listening to music, texting, Tweeting, etc.), you should budget additional time.

**Academic Integrity:** Academic integrity is a core value at Pacific Union College. Any incident of academic dishonesty (such as cheating, plagiarizing, fabrication, multiple submissions, abuse of academic materials, deception, misrepresentation, electronic dishonesty, including production of materials for other students) may result in a failed assignment or a failing grade for this class. Any serious offense will be discussed with the department Chair and may be reported to the Academic Dean. In the event of a second offense reported in any course, the Dean will give you a failing grade in that course. A third incident will result in dismissal. For more information, go to the General Catalog Appendix A and to the PUC website: <https://www.puc.edu/academics/academic-administration/academic-policies-procedures>

**Disability Accommodations:** PUC is committed to providing equal educational opportunities for students with disabilities. If you have a documented learning, psychological, or physical disability or if you suspect you have a disability, contact the Disabilities Coordinator at the Counseling Center (ext. 7685). They will work with you to enhance your learning environment by providing accommodations or set up testing to assess your learning capabilities. For more information, go to <https://www.puc.edu/v/campus-services/counseling-center/disabilities-support-services>

**Title IX:** PUC is committed to providing a respectful learning environment that is free of sexual and gender-based discrimination and harassment, and sexual misconduct such as sexual assault, dating or domestic violence, or stalking. If you inform me of an issue of sexual and gender-based discrimination and harassment, and sexual misconduct, as a professor and partner in this commitment, I have a mandatory reporting responsibility to share the information with the Title IX Office. Anything you share will remain as private as possible. If you wish to speak to someone confidentially, you may contact the PUC Chaplain at (707) 965-7191 or members of the Counseling Center, (707) 965-7080, or Health Services, (707) 965-6339. For more information, go to our Title IX Office webpage at <https://www.puc.edu/campus-services/title-ix>

## ASSESSMENT AND GRADES

**Assessment:** Learning will be assessed through the following methods:

*Explain how students will demonstrate the learning outcomes of the course through the various course assignments and other requirements. Ideally, students will be able to see the correlation between the assessment methods and the specific course SLOs.*

**Viewing Current Grades on Canvas:** Grades will be maintained using the grade book in Canvas. You should review your grade regularly in order to monitor your progress in the course and to review the accuracy of assignment scores. All questions regarding assignment scores and grades must be brought to my attention before the end of the quarter.

**Final Grades:** Final grades will be calculated as follows:

COMPONENTS OF FINAL GRADE	
Component	%
Total	100%

GRADING SCALE				
Grade	%		Grade	%
A			C	
A-			C-	
B+			D+	
B			D	
B-			D-	
C+			F	

## OUTLINE AND SCHEDULE

*Provide the general outline of class session topics.*

*Provide the schedule for major course assignments and activities (exams, field trips, etc).*

*The course outline should be in harmony with the PUC credit hour policy. In particular, the course should include an appropriate amount of relevant out-of-class learning activities that enhance and contribute to the student's achievement of the SLOs*

*Instructors are strongly encouraged to incorporate active learning strategies whenever possible.*

Week 1:

Week 2:

Week 3:

Week 4:

Week 5:

Week 6:

Week 7:

Week 8:

Week 9:

Week 10:

Exam Week: Day, Date, & Timeframe

*Publishing the Syllabus: Once you have completed the syllabus, an electronic copy must be posted on Canvas for student access. An electronic copy must also be submitted to the [office of the Vice President for Academic Administration](#) for the permanent file.*