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| Sterling College |
| SYLLABUS TEMPLATE |
| This template is designed to meet the Sterling College syllabus requirements. ***Anywhere there are words inside of curly brackets or braces ({…}), delete the bracketed words and plug in your information. Please also delete this cover page.*** To delete this page, push Ctrl+G. Type \page into the box. Make sure the correct page is highlighted. Close the box. Press the ‘delete’ key.  |

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# {Course Number and Title} Syllabus

{Name of Department} Department

Course Information:

{Course Number} {Instructor Name}

{Credit Hours} {Semester and Year}

{Class Meeting Location} {Days and Time}

### Office Hours

Monday {Insert office hours here}

Tuesday {minimum of 10/week}

Wednesday

Thursday

Friday

Instructor Information:

 {Name}

{Office Location}

{Phone Number}

 {Email Address}

 {Social Media Accounts for students to follow – delete if NA}

 Preferred Method of Communication: {Include the best way to communicate with

you regarding coursework, absences, etc.}

 Office Hours: {Include a statement about how you will offer office hours this semester. If incorporating online hours, describe how that will work and the expectations for students in joining/logging on.}

Textbook Information: {Textbook/Required Course Materials – Format book information according to writing style of discipline! Be sure that textbook information submitted to the bookstore matches what is listed here. Include the ISBN.}

**COURSE DESCRIPTION**

{Include course description from the CURRENT Academic Catalog.}

**PERFORMANCE OUTCOMES**

{Course objectives may be edited with department chair approval. Course(s) and objectives feed into the program curriculum and assessment matrices. Changing objectives without department chair consent may lead to gaps in student outcomes and deficiencies in program goals and objectives.

If program accreditation (Ed and AT) requires specific standards to be listed in syllabi, do so here. Program accreditation may also impact the following table. Communicate with your department chair for these potential modifications.}

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| **Course Objective** | **KNW, SKL, or VAL** | **Activities**  | **Assessments** |
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**GRADING POLICY/ASSESSMENT METHODS**

{Include grading policy here. Be sure that the grading scale listed here matches the course setup in Canvas. This section must include information about grading to provide the student objective information in how his/her grade will be determined.}

**CLASSROOM BEHAVIOR POLICIES**

{Include behavior policies here. Policies may include cell phone use, technology use, appropriate attire for class participation, talking out of turn, COVID policy, etc.}

**ATTENDANCE POLICIES**

{Clearly outline your attendance expectations. What is excused vs. unexcused? How should students communicate absences with you? What is the penalty for unexcused absences? What do you consider tardy and is there a penalty for tardiness? Must include the following statement regarding student-athletes.}

**Student-Athlete Attendance Policy:** Student-athletes should not miss class for non-competition related athletic activities such as practices, weights, athletic training appointments, etc. but will be excused from class for athletic competitions if they are on the roster/travel list and leaves/and or misses class according to the time communicated by the Athletics Department via weekly email. As outlined in the Sterling College Student-Athlete Handbook, students are responsible for communicating with their professors ahead of time, planning makeup work, and meeting regularly established deadlines for class work, tests projects, etc.

**LATE WORK**

{Include your late work policy here. Is there a penalty for late work? What is your exam policy? Penalty?}

**SPECIFIC EXPECTATIONS**

{Any other specific expectations for this course? Perhaps outline negative versus positive contributions to class? What does participation entail? Any other relevant information a student might find helpful to succeed in your course?}

**COMMUNICATION**

{Outline how best students can contact and communicate with you. Remind them to regularly check the communication tool you will use to communicate with the class – Canvas announcements? Email?}

**COURSE OUTLINE/DAILY SCHEDULE**

{Include an outline for the course. At minimum, a weekly schedule must be included that outlines the topics/chapters/information to be covered in the course. Do not simply include a statement that “course outline can be found on Canvas”. This information is needed for the Registrar to determine course equivalencies and is a requirement of the HLC. You CAN include a statement that “more detailed information regarding the daily schedule and due dates can be found on Canvas.”}

**ACADEMIC INTEGRITY**

Sterling College faculty and students form an academic community committed to the Biblical principles of justice and honesty and to the core values of faith, calling, learning, integrity, service and community. With this in mind, the policy in the current Academic Catalog will be followed for this class.

**FINAL EXAM POLICY**

The final exam is the last meeting for all classes. Instructors are not permitted to change times for class or individual examinations. Any student who has four exams in one day may request permission from the Academic Dean to reschedule one test. Students should make travel arrangements for the end of term that will permit taking of all examinations as scheduled. For more information visit: <https://www.sterling.edu/academics/course-finals-schedule>.

**ACADEMIC SUPPORT OFFICE**

The Academic Support Office strives to challenge students who come from all types of academic journeys through academic mentoring with directors and SC peers. Mentoring topics include time management, study skills, testing anxiety, and more. Students struggling with certain subjects may find aid through the on-campus tutoring program (scheduled by appointment only) and 24/7 professional help via the online Tutor.com platform accessible through Canvas. The office facilitates CLEP, Accuplacer, and other SC exam proctoring. Students may contact the Academic Support Office at academicsupport@sterling.edu, or call 620-278-4463, to schedule an appointment.

**STATEMENT OF NONDISCRIMINATION**

Sterling College does not discriminate on the basis of race, color, national origin, sex, disability or age. The policy in the current Academic Catalog will be followed for this class.

**DISABILITY ACCOMMODATIONS**

Any student with a disability who may need classroom accommodations in this course should contact the Academic Support Office, located in Mabee Library. Students may email academicsupport@sterling.edu, call 620-278-4463, or stop by the office. The office serves students with a wide range of documented physical and learning disabilities.

**TITLE IX STATEMENT**

Sterling College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX. Sex-based harassment is a form of sex discrimination and means sexual harassment and other forms of harassment on the basis of sex, including sex stereotypes, sex characteristics, sexual orientation, gender identity, pregnancy or related conditions. Retaliation against any person participating or identified as a party to the Title IX regulations is also prohibited. Inquiries about Title IX may be referred to Sterling College’s Title IX Coordinator, the U.S. Department of Education’s Office for Civil Rights, or both. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the link provided below.

* *Sterling College, Title IX Coordinator, 620-204-0025 or email* *titleIX@sterling.edu*

*Sterling College’s nondiscrimination policy and grievance procedures can be located at;*

* [*https://www.sterling.edu/title-ix*](https://www.sterling.edu/title-ix)

*Additional support services or confidential reporting resources are available through:*

* *Sterling College, Counseling Services, (620) 278-4297*
* *Sterling College, Chaplain, (620) 278-4341*
* *Sterling College Nurse (620) 278-4505*
* *City of Sterling, Police Department (620) 278-2100*
* *24-hour Crisis Hotline (800) 701-3630*
* *National Suicide Prevention Hotline, 800-273-8255, or 988*
* *Rice County Hospital (620) 257-5173*