Syllabus Template

for University Studies Theme Courses

The syllabus template on the following pages provides an example of appropriate content for syllabi for University Studies theme courses:

SSCI HUMN RLGN NSCI UNST 404

Please know that you are welcome to:

* format your syllabus as you wish
* provide other information not indicated here

But also note two important requirements:

1. Some information in “Section III: Additional Information” is required of all La Sierra syllabi (see the University syllabus template maintained by the Provost: <https://docs.google.com/document/d/1xqEJ1DrsBgnvhHeVCUw44kkZgbp91k9V3P0oGyLoRzo/edit> ):

Part A: Discrimination / Harrassment Policy (page 4)

At least some of Part B: Academic Honesty (page 4)

Part F: Special Assistance (page 6)

1. Theme Courses syllabi should include:
   1. course objectives
   2. the University Studies Student Learning Outcomes (SLOs)
   3. linkage between course objectives and the University Studies SLOs
   4. linkage between University Studies SLOs and University SLOs

See “Section I: Course Description,” Part C (page 2), especially the chart at the end of the section

Please submit a copy of your syllabus to: [universitystudies@laiserra.edu](mailto:universitystudies@laiserra.edu) ; if you make substantial changes to your syllabus during the quarter, please submit your revision.

Preferred filename format:

**Last Name, First Name] - [Course Abbreviation] [Course Number].pdf**  
Example: *Doe, John - ARTS 001.pdf*

*For Multi-section Courses add section number to the end:*

Example: *Doe, John - ARTS 001-2.pdf*

Note on Service Learning Courses:

If your theme course offers service learning, please also consult the Service Learning syllabus template: <https://lasierra.edu/fileadmin/documents/service-learning/SL_syllabus_template.pdf>

|  |  |
| --- | --- |
| logo_black **University Studies**  **Fall Quarter, 20\_\_** | **Instructor:** Dr. Ti Cher  **Office phone:** 951-785-\_\_\_\_  **Dept phone:** 951-785-\_\_\_\_  **e-mail:** TCher@lasierra.edu  **Office Location:** Building & Office Number  **Office Hours:** (At least 4 hours per week)  Additional consultations by appointment |

# UNST 123: Course Title (4 credits)

Location: La Sierra Hall 456

MWF; 7:00 – 7:50 AM

**I. COURSE DESCRIPTION:**

**A. Bulletin Course Description:**

Insert the course description found in the current bulletin.

These descriptions can also be found online at <http://lasierra.edu/bulletins/>

**B. Instructional Materials:**

Required:

Author(s). (Date) *Title*. City, State: Publisher.

ISBN

Author(s). (Date) *Title*. City, State: Publisher.

ISBN

Recommended:

Author(s). (Date) *Title*. City, State: Publisher.

ISBN

1. **Course Objectives:**

Note to Instructor:  Course objectives should describe, in broad, but observable and measurable terms, what the students will be able to do after successfully completing your course or a portion thereof. Generally, a course will identify between 5 and 10 major course objectives which will be supported by daily class objectives.

University Studies Theme Course syllabi should add two additional linkages within the Course Objectives section:

1. indicate the connections between course objectives and at least three of the University Studies Student Learning Outcomes (as indicated in parentheses in the sample obejctives below)
2. include the following chart showing linkage between University Studies SLOs and University SLOs

Additionally, some themes have developed theme-specific SLOs; these could also be included on syllabi.

The following list indicates the objectives for this course, along with the University Studies Student Learning Outcomes (SLOs) associated with the objectives. The chart below lists the University Studies SLOs and the La Sierra University SLOs associated with them.

Upon successful completion of this course, the student will be able to:

1. Describe the processes utilized in . . . (supports University Studies SLO 1)
2. Design and conduct . . . (supports University Studies SLO 3)
3. Evaluate the approaches, examined in this course, to addressing . . . (supports University Studies SLO 4)
4. Identify appropriate applications of . . .
5. Analyze evidence presented for and against . . . (supports University Studies SLO 1)
6. Compare and contrast . . .
7. Critically reflect, in writing, on the meaning of . . . (supports University Studies SLO 5)

|  |  |
| --- | --- |
| University Studies SLOs (Student Learning Outcomes) | Associated La Sierra University SLOs\* |
| 1. Students will demonstrate competencies essential for informed inquiry across disciplines. | SLO #1  SLO #2 |
| 1. Students will demonstrate competency in written and oral communication. | SLO #1  SLO #4 |
| 1. Students will recognize, analyze, synthesize, and evaluate information and ideas from multiple perspectives. | SLO #2  SLO #3  SLO #6 |
| 1. Students will demonstrate a commitment to civic engagement and service to their community and the world. | SLO #5 |
| 1. Students will demonstrate growth in personal integrity, moral judgment, and religious beliefs as they define their worldviews and academic goals. | SLO #3  SLO #5  SLO #6  SLO #7 |
| \* La Sierra’s Student Learning Outcomes can be found at: <https://lasierra.edu/provost/assessment/> | |

**II. COURSE REQUIREMENTS:**

**Note to Instructor: The requirements listed below are merely examples. You will need to stipulate your course expectations as appropriate.**

It is important that you demonstrate four things throughout this course: intellectual curiosity, individual proficiency with the content, ability to work effectively as a member of a group, and spur-of-the-moment problem-solving ability.

1. **In-class participation** will be encouraged (and expected) throughout the session so that the student will be better able to process the information provided. Attendance will / will not be taken.

**B. Formative activities** will be done during and outside of class sessions. These will generally be identified as either group or individual tasks. Assignments and their due dates are identified later in this syllabus. Other formative activities may also be assigned.

**C.** A **summative project**, due at the date specified in the course schedule, will demonstrate your ability to analyze, synthesize, and evaluate information, as well as your ability to write a substantive paper with clarity and fluency.

**D.** The **final examination** will demonstrate your ability to work individually and will show that you have developed a satisfactory level of proficiency in the subject.

**E. Relative values of assignments, projects, and exams:**

In-class participation = % of the course grade

Formative assignments = % of the course grade

Summative project = % of the course grade

Final exam = % of the course grade

**F. Grading scale:**

**Note to Instructor: The following is merely one commonly used system of assigning grades. Please consult with your department chair to determine whether your department or school has any particular grading requirements.**

Grades will be computed from the weighted scores and letter grades will be assigned as follows:

|  |  |  |
| --- | --- | --- |
|  | A = 100% - 94% | 1. = 93 – 90% |
| B+ = 89 – 87% | B = 86 – 84% | 1. = 83 – 80% |
| C+ = 79 – 77% | C = 76 – 74% | 1. = 73 – 70% |
| D+ = 69 – 67% | D = 66 – 64% | 1. = 63 – 60 % |
|  | F = < 59% |  |

**III. ADDITIONAL INFORMATION**:

# Discrimination and Harassment Policy

**Note to instructor: The following statement must be included in your**

**syllabus verbatim:**

Sexual Misconduct (Title IX)

La Sierra University is committed to fostering an environment in which all members of our campus community are safe, secure, and free from sexual misconduct in any form. When learning of conduct or behavior that may not meet the standards outlined in the University’s Sexual Misconduct policy, all faculty and staff are expected take an active role in upholding this policy and promoting the inherent dignity of all individuals. If members of our campus community, including students, have questions related to sexual misconduct or wish to report sexual misconduct in any form, please contact the Title IX Coordinator at (951) 785-2849 or [titleix@lasierra.edu](mailto:titleix@lasierra.edu). La Sierra University’s Sexual Misconduct Policy can be located online at <https://lasierra.edu/sexual-misconduct/>.

# Academic Honesty

Because scholars communicate, consider ideas, and contrast understandings in writing, it is important to be able to rely on each other in an atmosphere of openness, trust, and clarity. The proper use of citations allows colleagues to double-check one’s interpretation of someone else’s work, or to follow-up in greater depth if interested in a particular idea. For this reason, academic honesty is of critical importance. It is *important to use quotation marks where needed and to cite the source* of all significant ideas, concepts, paraphrases, and quotations.

The industry standard is \_\_\_\_\_\_\_\_\_\_ style and a good and convenient online source for information is http:www.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Because we need to be able to rely on each other’s work with confidence, please make sure that you provide proper attribution of all ideas, paraphrases, and quotations inserted into your papers. *A purposeful or careless breach of academic integrity will result in penalties*.

**Note to Instructor: While the preceding paragraphs are suggested, the following paragraphs must be included in your syllabus verbatim:**

To be sure that you have no misunderstandings about the definitions of academic honesty or academic dishonesty, refer to your *La Sierra University Student Handbook*. The University has significant penalties for academic dishonesty, so please take this suggestion seriously. La Sierra University’s policy and other important information regarding academic honesty can be found at <http://lasierra.edu/academic-integrity/> .

All members of the community of scholars (students and faculty) at the university must agree to the following Academic Integrity State­ment.

Understand that enrolling in this course constitutes your agreement with the following statements:

* I will act with integrity and responsibility in my activities as a La Sierra University student or faculty member.
* I will not participate in violations of academic integrity, including plagiarism, cheating, or fab­ricating information.
* I will not stand by when others do these things.
* I will follow the academic integrity policy.

1. **Recording Class or Lab Sessions:**

<General> Unauthorized Recording and Posting:

All class lectures and course materials are copyrighted, and any recording, transmission, reproduction or redistribution of them without the written permission of the instructor is prohibited. Students with documented disabilities may be granted permission by the Office of Disability Services to make classroom recordings as an accommodation. Students without an accommodation may be granted permission to make classroom recordings with written permission of the instructor. Should permission be granted, student recordings are to be solely for the personal use of the student, and students may not post, distribute or share the recordings.

For additional information on this policy, please see the Academic Bulletin, the Student Handbook, or the Faculty Handbook.

1. **Attendance / excused absences**

(including any application of the “20% rule” or variation thereof)

1. **Make-up and late work**
2. **Special Assistance:**

**Note to Instructor: The following statement must be included in your syllabus verbatim:**

It is the policy of La Sierra University to accommodate students with disabilities.  Any student with a documented disability who requires reasonable accommodations should contact the Director of the Office of Disability Services in OACS (Sierra Vista Hall) at (951) 785-2347, [ods@lasierra.edu](mailto:ods@lasierra.edu) or <http://lasierra.edu/ods/>.

**IV. TENTATIVE**[[1]](#footnote-1) **COURSE SCHEDULE: - XXXX 123:**

**Fall Quarter, 20XX; M T Th F, X:00 – X:50 AM**

**Building, Classroom #XYZ**

Please complete the assignments prior to the class session for which they are listed.

|  |  |  |
| --- | --- | --- |
| **Date:** | **Focus of each class session:**  As you prepare for class, pay special attention to these topics: | **Readings & Assignment(s):**  Due at the beginning of the class session: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. This course schedule may be modified once we begin meeting as a class. It serves as a general indicator of what the professor hopes that we can accomplish during our time together. [↑](#footnote-ref-1)