# Syllabus Template Instructions

## Purpose

The purpose of this template is to ensure all course syllabi for the College contain all the required information. More and more, we are being required to provide specific information to students via course syllabi and/or other documents. By following this template, you will ensure you are providing all the requisite information to your students.

## Instructions for Use

1. The attached template is to be used for the preparation of all ***new*** course syllabi.
2. If your syllabus contains all of the items in the Template, you do not need to redo them. We will be undergoing a Middles States Review and they will review syllabi.
3. Please note the following:
   1. The Attendance Policy should contain the essential information included in the template but should be modified to reflect the specific requirements of each class.
   2. The Class Assignments sections may be modified in order to reflect each given class’ requirements.
   3. The Course Website section may be expanded as appropriate. However, this section ***must*** be present in each syllabus and an electronic copy of the syllabus must be placed on each course’s website in Moodle.
   4. Submitting Papers Electronically may be modified or removed as appropriate.
4. All information in red type is to be added for each course. In particular, a Course Schedule that minimally provides an outline of the planned class content and assignment schedule must be included.
5. All rubrics to be used in student evaluation should be noted in the Methods of Evaluation section and a copy of each appended to the syllabus.

# Seal

# ROSEMONT COLLEGE

# Course Number and Name - Syllabus

Semester and Year

# # of credits

Rosemont College is a community of lifelong learners dedicated to academic excellence and fostering joy in the pursuit of knowledge. Rosemont College seeks to develop in all members of the community open and critical minds, the ability to make reasoned moral decisions, and a sense of responsibility to serve others in our global society. Rooted in Catholicism, Rosemont welcomes all faiths and is guided by the principles of Cornelia Connelly and the Society of the Holy Child Jesus to meet the needs of the time. Rosemont College values: Trust in the reverence for the dignity of each person; Diversity with a commitment to building an international community; Persistence and courage in promoting justice with compassion; Care for the Earth as our common home.

|  |  |  |  |
| --- | --- | --- | --- |
| **Instructor** | Your Name | **Phone** | Your Phone |
| **Office** | Your office location | **E-mail** | Your E-mail |
| **Office Hours** | Your office hours |  |  |

**Class Meeting Days:** Days the Class Meets

**Class Meeting Times:** Class Meeting Times

**Class Meeting Location:** Classroom

**Course Description:** Course Description

**Course Prerequisites:** Enter the prerequisites for the course. These *must* match the prerequisites in the College Catalog.

Required Text(s): Textbook(s)

Additional Course Resources: Other resources required

**To the Student:** This syllabus is provided to you as a means of conveying what you should expect from this course. It outlines the responsibilities of the instructor in conducting the class – the course content, planned schedule of classes and assignments, grade components, and method(s) of grading. It also outlines your responsibilities as a part of this class. By remaining in this class, you indicate your acceptance of your responsibilities as a student and agree to the terms specified in this syllabus.

***Note: The instructor reserves the right to adjust the course schedule and content during the semester in order to accurately reflect the progress being made by the class. This may result in modifications to assignment and exam due dates and/or course content.***

# Objectives and Outcomes:

Please list the course objectives for the course. Some examples are:

* To provide students with a basic understanding of philosophical thinking within the context of the Western tradition.
* To encourage students to engage in critical reflection on what it means to exist as a human being.
* To impart to students a love of life-long learning and an appreciation for life of the mind.

**Learning Outcomes: What should the students gain from this course?**

**Examples:**

* Students will be able to identify philosophical thinking and explain what sets it apart from other modes of inquiry.
* Students will be able to understand and appreciate the importance of critical thinking.

Methods of Evaluation:

* Enter the components (e.g., exams, quizzes, papers, etc.) that will make up the student’s grade and how each component will be evaluated.
* Rubrics used in the evaluation of student performance should be mentioned in this section and attached to the end of the syllabus.

Course Grading/Evaluation:

Enter the grade scale and how the final course grade will be determined based on the components entered above.

**Attendance Policy:** Timely, consistent attendance in class has been shown to have a direct correlation to student performance. Missing classes causes students to fall behind in the course material. The policy for this class is that undocumented absences and tardy attendance are unacceptable. Absences are permitted only in cases of illness or other legitimate causes (family emergency, death in the family, etc.). Official notice that a student has presented documentation for an absence is sent from the Office of the Dean of Students to faculty on a timely basis. In cases of a documented absence from a class, the student has both the opportunity and responsibility to make up all class work missed.

Students are allowed documented absences equivalent to one week of classes for any course in which they are enrolled. This amounts to three absences for a class that meets on MWF schedule, two classes for courses meeting either on a TR or MW schedule, and one class for labs and classes that meet only once a week. Absences are counted from the first day of class.

Entering the class late or leaving the room during class interrupts the classwork in progress and is disruptive to the learning process for students who are trying to learn. Class attendance is required, and roll is taken each period.

* Enter additional attendance policies here. Two policies currently in use are provided as examples.
* Faculty members have the discretion whether or not to accept work from or schedule make-up exams or quizzes for students who miss a class without a legitimate excuse.

***Example Policy #1***

The number of times a class meets per week determines the total number of documented absences permitted for the entire semester without penalty. Students are permitted one (1) documented absence if the class meets once a week. Students are permitted two (2) documented absences if the class meets two times a week. Students are permitted three (3) documented absences if the class meets three times a week.

For each absence over the allotted amount, a student’s overall average will be lowered by one grade. Additionally, students should report to class on time. Two late arrivals (or early departures from class), will be recorded and counted as one absence. Excusing an absence is at the discretion of the instructor.

***Example Policy #2***

Regardless of how well a student performs on exams and quizzes, for every three undocumented absences the final grade will be lowered by one level (A to A-; A- to B+; B+ to B; etc.) Six undocumented absences will result in the grade being lowered two levels; nine undocumented absences will lower the grade three levels; etc. In addition, every two instances of a student being late to class will be counted as one undocumented absence.

**Academic Integrity:**

Academic integrity is important to the intellectual climate at Rosemont College. Violations of academic integrity cannot be tolerated and may result in the student’s failure in a course and/or suspension or expulsion from Rosemont College. Academic dishonesty includes but is not limited to: plagiarism; fabrication of data, information, or citations; multiple submissions of the same work in different courses; and cheating on exams or assignments.

Cheating of any kind WILL result in a zero on the work in question and a letter grade reduction in the course grade after the student’s grade is calculated using the zero on the work in question. At the instructor’s discretion, it may also result in failing the course and/or reporting of the incident to the administration for further action.

**Class Assignments*:***

Assignments that are not completed by the stated deadline will not be accepted, excepting that submission of assignments that are late due to legitimate medical reasons or other extraordinary circumstances will be considered. Such circumstances must be supported by written documentation from an acceptable third party.

**Communications:**

Changes in schedules, assignments, guidance, etc. will be communicated only to your Rosemont e-mail address. E-mail is the preferred way to communicate with the instructor and must be sent to the e-mail address listed on the front of this syllabus.

**Disability Statement:**

If you have been approved for accommodations under ADA/504, please speak with the professor outside of class so that it is certain that all accommodations are provided promptly and completely. If you have not yet been approved for accommodations under ADA/504, but believe you might be entitled to them, please contact the Dean of Students in the Student Life Office at extension 2400 immediately. It would also be wise to speak with your professor, since temporary arrangements may be made under certain circumstances.

**Student Concerns*:***

Students who have any course-related concerns should talk directly with their faculty member prior to the next class meeting. If a mutually acceptable resolution cannot be achieved, the student is advised to follow the procedures outlined in the appropriate Student Handbook.

**Cell Phone Use:**

In order to be able to receive campus-wide safety or weather alerts, cell phones may be left on vibrate only during class. Absent prior permission from the instructor, students may not acknowledge other messages or phone calls nor may they ever send or received text messages during class. Please keep your phone hidden from the class and on vibrate only. Cell phones should not be used for internet purposes unless related to class assignments and instruction.

**Use of Laptops or other electronic devices – please list your classroom policy.**

**Recording Lectures:**

Neither video nor audio recording may be made of any lecture in this course without the express consent of the instructor.

**Inclement Weather:**

The Rosemont “snow number” is Montgomery County 342. Announcements of closings are also posted on the website and placed on the main college number, 610-527-0200. Students are encouraged to register their cell phone or email address to e2Camplus on the iWay for cancellation notices.

**Course Website:**

Information for this course, including, but not limited to, an electronic copy of this syllabus, is available through the course website located in Rosemont College Online (Moodle) located at <http://rosemont/learninghourse.com>. See your instructor if you have questions about accessing the course website.

**Submitting Papers Electronically:**

Writing assignments for this course are to be submitted electronically via the course website using Turnitin®.

Add specific information for turning in papers for your course.

Weekly Course Schedule:

Enter the planned schedule for the course activities here.

The instructor is free to include whatever information is appropriate and in whatever format he or she chooses. However, a Course Schedule that minimally provides an outline of the planned class content and assignment schedule must be included. This schedule would include due dates for major assignments.

**\*Alternative Education and Service Format**: When necessary to protect the health and safety of students, faculty and staff, as determined by Rosemont College in its sole discretion, the College reserves the right to alter (a) the academic schedule, location and modality of instructional and learning activities, and academic terms and requirements (including content and grading) of undergraduate and graduate programs and instruction; and (b) the schedule, location, availability and format of services, activities, and experiences offered to students.  Students shall not be entitled to refunds or offsets of tuition, fees, or other costs of attendance where the College exercises such discretion, except to the extent permitted by the College’s refund policies.

The instructor reserves the right to adjust the syllabus during the semester.