**[Course Number and Title]**

**Term Year**

**[Class Location]**

**[Class Time]**

**[# Credits]**

**Instructor:** Click here to enter text.

**Contact:** Click here to enter text.

**Office Hours:** Click here to enter text.

1. **Course Description**

[Copy the course description from the online academic catalog here.]

1. **Course Overview**

[Here you can describe your vision for the course and the way in which you will deliver the content specified in the course description from the catalog. You can use this space to describe the format of the course (lecture, discussion, mix, etc.) and also your aspirations for the course.]

1. **Learning Outcomes**

By the end of this course, students will be able to:

[Use this space to identify 2-4 learning outcomes for your course. Remember that these outcomes should begin with an “outcome” verb and these outcomes should be measurable. Course assignments/exams/papers should be aimed at assessing these learning outcomes. Data must be collected on the outcomes and reported on in the Pedagogy and Assessment Worksheet turned in at the end of every semester.]

1. **Credit Hour Statement**

St. Patrick’s has adopted the Carnegie Unit as its definition of a credit hour. One credit hour entails one hour of classroom time and two hours of outside-of-class preparation (including reading, homework, examination study) per week over a 15-week semester. More information can be found in the Academic Catalog. If an instructor needs to miss a scheduled class day, the class will either have a guest lecturer or it will need to be made up later in the semester.

1. **Attendance**

Academic success depends on regular class attendance and participation. Punctual attendance at classes is mandatory. If a student is ill and cannot attend class, he must inform both the Dean of Men and the instructor as soon as possible. Please consult the Wellness Policy in the Rule of Life or in Appendix IV of the Academic Catalog.

Other than for illness or recognized emergency, students may be excused once in each class per semester for a serious academic, personal, or ministerial reason, as initiated by the student. In addition to this one excused absence, the student may be excused once per class for a diocesan activity (as initiated by the diocese). Both types of absences (initiated by student and initiated by diocese) must be approved by the Dean of Men. It is the student’s responsibility to inform the instructor after permission has been granted by the Dean of Men.

1. **Course Requirements and Assignments**

[List and describe the course requirements and the assignments you will give to assess the above learning outcomes. Also be sure to specify the weight of each assignment.]

1. **Grading Procedures**

[Develop basic rubrics for your course that describe what kind of work counts as an “A”, “B”, “C”, etc.]

St. Patrick’s Seminary & University uses the following grading scale:

A         100-93

A-        92-90

B+       89-87

B         86-83

B-        82-80

C+       79-77

C         76-73

C-        72-70

D+       69-67

D         66-63

D-        62-60

F          59 and below

The STPSU Writing Skills Rubric will be used when grading any formal written assignments. This Rubric may be found in Appendix III of the Academic Catalog.

*In compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, St. Patrick’s Seminary & University provides services and accommodations to students who experience barriers in the educational setting due to learning, emotional, physical, mobility, visual or hearing disabilities. For more information please contact the Academic Dean.*

1. **Required Texts/Magisterial Documents**

[List required texts and magisterial documents.]

1. **Recommended Texts**

[Please add recommended texts here in case your students would like to consult further resources.]

1. **Academic Integrity**

1. Academic Honesty Policy: Each student in this course is expected to abide by St. Patrick’s Seminary & University’s Academic Honesty Policy: Written work must be the student’s own, and each student must take care to give full documentation for all material quoted or paraphrased from other sources, including the Internet. Consult the seminary’s Style Guide for proper citation rules.

2. Plagiarism Policy: We define plagiarism as the use of another person’s ideas or words without appropriately indicating them as such.

3. Consulting Policy: You are encouraged to study together and to discuss information and concepts covered in lecture and the sections with other students. You can give “consulting” help to or receive “consulting” help from such students. However, this permissible cooperation should never involve one student having possession of a copy of all or part of work done by someone else, in the form of an e-mail, an e-mail attachment file, a diskette, or a hard copy. Should copying occur, both the student who copied the work from another student and the student who gave material to be copied will both automatically receive a zero for the assignment. Penalty for violation of this Policy can also be extended to include failure of the course and University disciplinary action. If you have a paper read and corrected by someone outside of class, you must use the St. Patrick editing form. Have the “editor” fill it out. You should turn in the original paper, the rewrite and the form to the instructor. This is a safeguard for you, the student.

4. Examination Policy: During examinations, you must do your own work. Talking or discussion is not permitted during the examinations, nor may you compare papers, copy form others, or collaborate in any way. Any collaborative behavior during the examinations will result in failure of the exam and may lead to failure of the course and University disciplinary action.

1. **Class Schedule**

Course schedule is subject to change according to the discretion of the instructor.

[You may specify a schedule day-by-day, week-by-week, unit-by-unit, etc. However, the syllabus should state at least the due dates of major exams/assignments. Smaller reading/homework assignments should be made known to students as early as possible – a week in advance at the very minimum. Be sure to state that a final exam is required. Online courses must clearly describe which activities are considered direct instruction and which constitute independent learning hours. In addition, online courses must provide evidence of “regular, substantive, faculty-initiated interaction”.]