**Lincoln University**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program/Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Master Syllabus**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title:** |  | **Course number:** |  |
| **Credit Hours** |  | **Prerequisite (s):** |  |
| **Term:** |  | **Co-Requisite (s)** |  |
| **Course Method** |  | **Meeting day and Time:** |  |
| **Instructor:** |  | **Classroom/lab/Studio Location:** |  |
| **Office location:** |  | **e-mail:** |  |
| **Office Hours:** |  | **Phone Extension:** |  |

**COURSE DESCRIPTION:** Must be the same as catalog description. (Course description should be clear and concise noting what the course covers. Relevancy or rationale of course material is not necessary.)

**REQUIRED TEXT:** (Provide all bibliographic information and ISBN necessary for students to easily procure a copy. Note if the text is available in University bookstore and if it may be rented. Include information only for texts/lab books/websites students will need to purchase.)

**REQUIRED MATERIALS:** (Provide information on any additional materials, tools, kits, media storage, etc. required for completion of this course that students will need to purchase or will be charged a lab fee for.)

**Assessment Criteria & Alignment (usE Numbers only)**

|  |  |  |  |
| --- | --- | --- | --- |
| CSLOs | PSLOs | ILOs | Direct and Indirect Assessment Methods |
| CSLO 1 |  |  |  |
| CSLO 2 |  |  |  |
| CSLO 3 |  |  |  |
| CSLO 4 |  |  |  |

**Course Student Learning Outcomes (CSLO):**

Upon successful completion of this course the student will:

**Program Student Learning Outcomes (PSLO):** (List only those assessed with this course.) **(General Education courses skip to next section.)**

**Institutional Learning Outcomes (ILO):** (List only those assessed with this course.)

**Calculation of Final Grades**: (Provide information on grade calculation with percent (%) breakdown.)

**GRADING SCALE:** (Should follow Department and/or College Template)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Grade | A | A- | B+ | B | B- | C+ | C | C- | D+ | D | F |
| GPA Points | 4.0 | 3.7 | 3.3 | 3.0 | 2.7 | 2.3 | 2.0 | 1.7 | 1.3 | 1.0 | 0.0 |
| % | 100-93 | 92.9-90 | 89.9-88 | 87.9-82 | 81.9-80 | 79.9-78 | 77.9-72 | 71.9-70 | 69.9-67 | 66.9-60.1 | 60 and under |

**SCHEDULE OF LEARNING topics covered**

|  |  |
| --- | --- |
| **Class Meets:**  **•ASSIGNMENT SELECTION & SCHEDULE MAY BE SUBJECT TO CHANGE•**  (Check with current “Academic Calendar” for Midterm and Final Exam periods.) | |
| **Week 01:** |  |
| **Week 02:** |  |
| **Week 03:** |  |
| **Week 04:** |  |
| **Week 05:** |  |
| **Week 06:** |  |
| **Week 07:** |  |
| **Week 08:** |  |
| **Week 09:** |  |
| **Week 10:** |  |
| **Week 11:** |  |
| **Week 12:** |  |
| **Week 13:** |  |
| **Week 14:** |  |
| **Week(s) 15/16:** |  |

**UNIVERSITY ACADEMIC INTEGRITY STATEMENT:**

Students are responsible for proper conduct and integrity in all of their scholastic work. They must follow a professor's instructions when completing tests, homework, and laboratory reports, and must ask for clarification if the instructions are not clear. In general, students should not give or receive aid when taking exams, or exceed the time limitations specified by the professor. In seeking the truth, in learning to think critically, and in preparing for a life of constructive service, honesty is imperative. Honesty in the classroom and in the preparation of papers is therefore expected of all students. Each student has the responsibility to submit work that is uniquely his or her own. All of this work must be done in accordance with established principles of academic integrity.

#### **University ATTENDANCE POLICY:**

Lincoln University uses the class method of teaching, which assumes that each student has something to contribute and something to gain by attending class. It further assumes that there is much more instruction absorbed in the classroom than can be tested on examinations. Therefore, students are expected to attend all regularly scheduled class meetings and should exhibit good faith in this regard.

**More information concerning the Academic Integrity Statement and the Attendance Policy may be found in the current Academic Catalog found on the Registrar’s webpage:** [**http://www.lincoln.edu/departments/registrar**](http://www.lincoln.edu/departments/registrar)

#### **THE ACCESSIBLITY SERVICES PROGRAM STATEMENT:**

Lincoln University is committed to non-discrimination of students with disabilities and therefore ensures that they have equal access to higher education, programs, activities, and services to achieve full participation and integration into the University. In keeping with the philosophies of the mission and vision of the University, the Office of Accessibility Services Program, provides an array of support services and possible reasonable accommodations for students with special needs and/or disabilities as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Accessibility Services Program seeks to promote awareness and a campus environment in which accommodating students with special needs and/or disabilities is a natural extension of the University’s goal.

Any student with a documented disability should contact the Office of Accessibility Services: [Office of Accessibility Services - Lincoln University](https://www.lincoln.edu/accessibility-services/index.html)

**DIVERSITY, EQUITY, AND INCLUSION AND ANTI-DISCRIMINATION POLICY STATEMENT:**

1. **Diversity, Equity and Inclusion**

Lincoln University (“LU”) is committed to diversity, equity, inclusion, and justice and specifically preventing any individual from being excluded from this LU community on the basis of race, color, gender, sexual orientation, religion, national origin, ethnic origin, disability, age, marital status, or socioeconomic status.

LU is committed to promoting awareness of and sensitivity to differences. LU recognizes that the contributions made by its diverse groups serve to benefit the LU personal, academic, and professional community.

1. **Anti-Discrimination**

Lincoln University has a strict non-discrimination policy and as such believes that everyone should be treated equally regardless of race, color, gender, sexual orientation, religion, national origin, ethnic origin, disability, age, marital status, or socioeconomic status, or any other protected class.

#### **TITLE IX STATEMENT:**

The University does not discriminate on the basis of sex in its education programs and activities. The Title IX coordinator in the Office of Diversity, Equity, & Inclusion and Compliance has been designated to handle inquiries regarding the non-discrimination policies: The Office of Diversity, Equity, & Inclusion and Compliance & Title IX Coordinator; Lincoln University, Wright Hall Room 102; 484-746-0000; [titleix@lincoln.edu](mailto:titleix@lincoln.edu) or Office of Civil Rights, U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323, phone 215-656-8541, fax 215-656-8605, email: [ocr.philadelphia@ed.gov](mailto:ocr.philadelphia@ed.gov)

**POLICY ON ELECTRONIC DEVICES IN CLASSROOM:**