

**DEPARTMENT**

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| --- | --- | --- |
| **Course** | **Instructor** | **Office Hours** |
| **Title** |  | **Name** |  | **M** |  |
| **Number/Section** |  | **Office** |  | **T** |  |
| **Semester** |  | **Phone** |  | **W** |  |
| **Time/Place** |  | **Email** |  | **Th** |  |
| **Credit Hours** |  | MS |  | F |  |
| **Catalog Description**  |  | …and by appointment |
| **Prerequisite** |  |
|  |

**Clarke university mission**

Clarke University is a Catholic academic community that believes learning is lifelong and life changing. We inspire intellectual curiosity, cultural engagement, professional preparedness, spiritual exploration, and a commitment to contributing to the common good in a global society.

**I. REQUIRED TEXT/COURSE MATERIALS**

**Required Textbook/s**

|  |  |
| --- | --- |
| Book Title: | Book Title: |
| Author:  | Author:  |
| Publisher: | Publisher: |
| Edition: | Edition: |
| ISBN#: | ISBN#: |

Textbooks can be ordered by visiting [our online campus store](https://clarke.textbookx.com/help#/) It is recommended that you order your textbooks 2-3 weeks before the term begins. For more information about ordering textbooks, digital textbooks, or the Campus Store Charge Program, please visit the [Online Bookstore](https://clarke.textbookx.com/institutional/index.php). The Customer Experience Team works year-round with 24/7 support at the beginning of every spring and fall term. Visit [Clarke.TextbookX.com/help](file:///C%3A%5CUsers%5Cpaula_schmidt%5CDownloads%5CClarke.TextbookX.com%5Chelp) to use the dynamic help tool, send an email, or call the help line at 1-866-664-0258.

**Access to Online Materials**

Course content, assignments, and activities are available online through Moodle, Clarke’s course management system. The following steps will help you access your course:

1. Access the [Moodle login page](https://moodle.clarke.edu/login/index.php).
2. Enter your Clarke username and password. (e.g., username = jane\_doe@clarke.edu).
3. Click on the **Log in** button. After logging in, you will see a list of your current courses. To access a particular class, simply click on the course title.
	* + 1. **Every graduate Moodle course provides the following links:**
				1. [Graduate Student Resources](https://www.clarke.edu/admission-aid/welcome-graduate-students/)
				2. [Library Research Guides](http://libguides.clarke.edu/graduate)
				3. [Clarke Help Desk](https://www.clarke.edu/faculty-and-staff/intranet-computer-center/)
				4. [Writing Center](https://www.clarke.edu/academics/support-services-2/the-marc/writing-center/)

**II. COURSE GOALS AND OUTCOMES IN RELATION TO THE MISSION OF CLARKE UNIVERSITY**

**Connection to Clarke Mission Statement**

Through consistent engagement in course processes and respectful interaction with both course materials and other participants, students will grow and develop in **knowledge, values,** and **skills** that are integral to the mission of Clarke University.

The primary goal of this course is to introduce students…

Through active class participation students will . . .

**III. COURSE OUTCOMES, ASSESSMENTS AND REMARKS**

|  |  |  |  |
| --- | --- | --- | --- |
| COURSE OUTCOMES:*Students will:* | SELECTED OUTCOMES:*Students will:* | PRODUCT/PROJECT:*(for achieving course outcomes)* | PERFORMANCE ASSESSMENT:*(e.g., rubrics)* |
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**IV. STATEMENTS AND POLICIES**

1. Late work and missed exams (instructor policy)
2. (Insert other individual faculty policies here)
3. **Campus Climate for Diversity, Equity, and Inclusion**

Clarke University is committed to fostering a welcoming campus community that celebrates the unique contributions of each person and promotes an inclusive learning environment. To promote our core value of justice for the common good, we strive to respect diversity, practice inclusion, and seek equity. We all benefit from a diverse learning environment and the sharing of differences in ideas, experiences, and beliefs. Dimensions of diversity can include sex, race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, socio-economic class, faith and non-faith beliefs, religion, political affiliation, ideology, educational background, linguistic background, family or marital status, military experience, and geographic identity. Clarke University expects students, faculty, and staff to respect the individual intersection of these experiences and characteristics in our community and our classrooms.

In this class, … [Include a personal note as the instructor of the course, such as “If you ever have a concern about my behavior or that of another student in the class, please, please feel free to approach me in person, by email, or with an anonymous note under my door… whatever it takes so that I can continue to work on creating an inclusive classroom environment.”]

If you witness or experience an act that undermines these commitments to diversity, equity, and inclusion at Clarke University, you should submit a bias incident report online https://www.clarke.edu/campus-life/culture-inclusion/bias-incident-report/.

1. [Institutional Class Attendance Policy](https://clarke.edu/wp-content/uploads/2021-2022-Academic-Catalog.pdf?_ga=2.141689458.1307724913.1629121440-522259227.1581959953)
2. [Graduate Academic Integrity Policy](https://clarke.edu/wp-content/uploads/2021-2022-Academic-Catalog.pdf?_ga=2.141689458.1307724913.1629121440-522259227.1581959953)
3. **Academic Credit Hour Policy**

Academic credit is awarded based on student achievement resulting from instruction and out-of-class student work. For every credit received in a semester (fifteen weeks or the equivalent), the undergraduate student should expect to participate in at least one hour of direct instruction (face-to-face or online) and to complete a minimum of two additional hours of student work per week. The Federal government requires this minimum standard for instruction and corresponding student work be used in awarding Federal financial aid (34 CFR 600.2). For every graduate credit received in a semester (fifteen weeks or the equivalent), the student should expect to participate in at least one hour of direct instruction (face-to-face or online) and to complete a minimum of three additional hours of student work per week.

Example:

* A three-credit hour undergraduate course would require a minimum of 9 hours of student work (instruction and homework) weekly.
* A three-credit hour graduate course would require a minimum of 12 hours of student work (instruction and homework) weekly.

All Clarke practicums, clinicals, and field experiences and courses follow the Clarke University, departmental, programmatic, accrediting body, and/or affiliated site’s guidelines and policies as applicable.

**Academic Support Services**

Academic support is available in the library for all students by appointment, online, or drop in. Providers include:

* Reference Librarians are available for research consultation and assistance with online databases & e-books, both in person and through teams. Online at [Nicholas J. Schrup Library](https://clarke44.sharepoint.com/sites/Library), email library@clarke.edu, call (563)588-6320.

* the MARC (Margaret Mann Academic Resource Center), upper level of the library, Room 228. Online at [MARC.Clarke.edu](https://clarke44.sharepoint.com/sites/marc).
	+ Professional staff who support writing across the curriculum, time-management, learning and study strategies, note-taking, college reading strategies, and English language assistance.
* One-on-one work with trained peer coaches for writing, skills, and course content.
* Course-specific study groups and SWAG (**S**tudy **W**ith **A** **G**uide) sessions.
* Assistance for students with disabilities requesting accommodations.
* Website with resources and strategies tailored specifically for Clarke students.

**Accommodation Services**

Clarke is committed to making classes accessible for all students. One way this may happen is through providing reasonable accommodations (such as extended time for testing, books in alternate format, or note takers) for those with documented mental or physical health conditions that impact learning. To determine eligibility, discuss options, and arrange services, students can contact the Disability Services Coordinator (DSC) in the MARC, call (563)588-8107, or email marianne.mauss@clarke.edu.

**Student Concerns**

At Clarke, student concerns are sent as an attempt to connect with you and show you that we care about your success. These concerns are sent through email, so it is important that you check your email daily (minimum). When you receive a concern, you should set up a time to meet with your professor, advisor, and athletic coach to communicate about strategies and resources available for resolving the concern. Many resources are provided to you as part of your tuition to help you find success. The MARC is one of these valuable resources for academic and accommodative resources. It is not remedial and is available to all students at Clarke—undergraduate through graduate. Use it early and often—the best students do!

**Disclaimer: Dates May Change**

Due to class accommodation, scheduled dates for assignments, tests, projects and products may change. Assignments are subject to revision dependent upon the progress of the class.

**VI. GRADING SCALE AND STANDARDS**

**A. Grade Scale**

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| --- | --- | --- |
| Letter Grade | Clarke’s Grading Scale |  (or replace with YOUR scale) |
| A  | 4.00 pts | 94 -100 |
| A- | 3.67 pts | 90 - 93.9 |
| B+  | 3.33 pts | 87 - 89.9 |
| B  | 3.00 pts | 84 - 86.9 |
| B- | 2.67 pts | 80 - 83.9 |
| C+  | 2.33 pts | 77 - 79.9 |
| C  | 2.00 pts | 74 - 76.9 |
| C-  | 1.67 pts | 70 - 73.9 |
| D+  | 1.33 pts | 67 - 69.9 |
| D  | 1.00 pts | 64 - 66.9 |
| D-  |  0.67 pts | 60 - 63.9 |
| F  |  0 pts |  0 - 59.9 |

**B. Grade Weighting**Example (to be adapted to individual syllabi due to differences among departments):

|  |  |
| --- | --- |
| Grading Categories | Weighting |
| ExamsExam 1: 10%Exam 2: 10%Final Exam: 20% | 40% |
| Research PaperDrafts: 10% (total)Final: 10% | 20% |
| Assignments | 10% |
| Class PresentationsPresentation 1: 10%Presentation 2: 10% | 20% |
| Class Participation | 10% |

**VII. Tentative Course Calendar: Schedule and Outline**

Schedule and assignments are subject to the pace and quality of student learning. Any changes in schedule or assignments will be announced in class.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Week | Class Date | Face-to-Face | Online Class | Assignments and Assessments | Due Dates |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
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