

Course Information

Department:

Course Name:

Course Number & Section:

Course Credits:

Term/Year:

Class meeting time(s): *(if applicable)*

Location: *(if applicable)*

Contact Information

Instructor(s) name(s):

Office Location: *(if applicable)*

Phone:

Instructor(s) Availability: *(specified time to meet outside of class)*

Email:

Course Description

The course description needs to be the one that is published in the AHU Catalog.

Prerequisites

List if there are any or enter N/A.

AHU Learning Outcomes

The faculty of AdventHealth University have identified seven learning outcomes all graduates should demonstrate. The seven learning outcomes are:

1. Caring (CA)
2. Communication (CO)
3. Critical thinking (CT)
4. Ethical/moral (EM)
5. Lifelong learning (LL)
6. Professional expertise (PE)
7. Service to community (SC)

Please note, not every learning outcome will be addressed in each course. For more information, please visit the [AHU Learning Outcomes](#) page. The learning outcomes are listed here, and the ones incorporated into this course are identified with the appropriate code(s) in the Course Objectives section.

Course Objectives

List four (required) or more learning objectives. Objectives generally answer the question: What should your students learn or be able to do as a result of participating successfully in your course? Identify modes of thinking and transferrable skills when possible. The best constructed goals are specific, measurable, and attainable.

Example:

Several learning outcomes demonstrated in this course are identified in the following course objectives:

1. Students will demonstrate an accurate knowledge of major religion groups. (PE1)
 2. Students will demonstrate comparable knowledge of global healthcare. (PE 2)
 3. Students will apply interfaith communication evidence-based information to the healthcare profession. (CO 4)
 4. Students will critically analyze spiritual practices of world religions. (LL 3)
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Required Textbooks & Materials

- . List the textbooks, including: author, year, title, edition, ISBN#.
 - . List all required materials or equipment.
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Supplemental Textbooks & Materials

- . List the textbooks, including: author, year, title, edition, ISBN#.
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Attendance/Promptness and Participation

- . AdventHealth University students are expected to attend and participate in all scheduled courses, laboratories, clinicals, and/or practicums. Student attendance in online courses is defined by federal regulations as an active participation in the course as described in other sections of the course syllabus. (Please refer to the AHU Catalog Attendance Policies or your program handbook for additional attendance policies)
 - . Describe the function of classroom participation within the course as well as your expectations for how students should participate. Explain whether participation is required and how it will be assessed.
 - . Explain your expectations on the use of technology in your course.
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Teaching/Learning Methods

In addition to lectures, a variety of learning activities are designed to support the course objectives, facilitate diverse learning styles and build a community of learners. (Discussion, projects, presentations, etc.). Please include general standards/rubric by which you will grade / evaluate papers, problem solutions, other written work, electronic communication, in-class participation, etc. (You may list the types of learning activities, and to state that rubrics are located later in the syllabus.)

Evaluation

Grading

*Add the AHU grading scale under (> settings > grading scheme) in canvas.

Please adhere to the current AHU grading policies.

Course Work and Late Submissions

Please state your departmental policy. Indicate your policy on late work, missed exams, and regrading.

Assessment of Learning (% of final grade)

Examinations
Quizzes
Reading reports
Discussion

Assignments (If listed in another area please tell the student where assignments can be found.)

APA Citation Style:

AdventHealth University writing standard is the current APA citation style and should be followed for writing assignments and official University documents, unless another referencing style is common to the respective professions.

Citation instructions for the APA style can be obtained at <https://apastyle.apa.org>.

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: American Psychological Association.

Academic Writer database accessible for remote access by all our students
<https://academicwriter.apa.org/>.

Communication

Communication using Web-based tools has created the need for a protocol called “netiquette” that encourages efficient and effective communication while discouraging abuse of e-mail, message boards, and other forms on electronic communication. It is important for students to review the policy and expectations, please visit the [Netiquette Guide for Online Courses Policy](#).

Students who have academic needs related to their course should contact their assigned section adjunct instructor or lead course instructor. Students with other non-academic needs should contact the appropriate department (finance, library, writing center) or communicate to the Director of Online Student Success and Retention. Communicating your concerns or needs quickly ensures that the faculty and staff can take appropriate matters to facilitate a resolution or escalate your issue to the appropriate administrator.

Other Accreditation Requirements

Please add other requirements here.

University Policies

Please refer to the current [AHU Catalog](#) and [Student Handbook](#) for complete academic and other policies. Students are accountable for reviewing and following all policies.

Academic Integrity

Academic integrity is fundamental to the vision and mission of AdventHealth University. We place a high value on truth, which implies a corresponding intolerance of academic dishonesty. It is important that all students are judged on their ability, and no student is allowed an unfair advantage over others. Anything which affects the security and integrity of the learning process or diminishes the reliability and quality of a conferred degree is not acceptable. To graduate ethical, skilled professionals and citizens is a desired outcome of the University. See **Academic Integrity under Policies and Procedures** in the [AHU Catalog](#).

Academic Accommodation Clause

Students seeking course accommodations must first contact the Disabilities Coordinator at 407-303-1870 or counseling@my.ahu.edu prior to or at the beginning of the trimester. The processing time for these forms is approximately two weeks. For further information see [Disabilities](#).

AHU faculty and staff will take reasonable and appropriate steps to maintain confidentiality of the student and the information gathered.

Title IX Policy Statement

AdventHealth University (“University”) is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex/gender. The University considers Sex Discrimination in all its forms to be a serious offense. Sex Discrimination constitutes a violation of the Title IX policy, is unacceptable, and will not be tolerated.

Sexual Harassment, whether verbal, physical, or visual, is always inconsistent with the mission and expectations of the University and may constitute a form of Sex Discrimination and is in violation of this policy. Sexual Harassment also includes Sexual Violence/Assault. Definitions and examples of specific conduct that constitutes Sexual Harassment and Sexual Violence/Assault are set forth in the Harassment and Non-Discrimination Policy and the Resolution Process A or Resolution Process B.

A notice or complaint of an alleged violation of the policy should be reported to the Title IX Coordinator, Starr Bender, or the Deputy Title IX Coordinator, Katie Shaw (Denver Campus). A notice or complaint can be verbal or in writing. The complaint should include:

1. Date(s) and time(s) of the alleged sex discrimination
2. Names of all persons involved, including possible witnesses
3. Details outlining what happened
4. Contact information for the complainant

Starr Bender - Starr.Bender@ahu.edu All Campuses 407-303-5765

Katie Shaw - Katie.Shaw@ahu.edu Denver Campus Only 303-765-6271

Other Policies

Can be added here.

Disclaimer

This course syllabus with its policies, procedures, and assignments are subject to change in the event of extenuating or unforeseen circumstances, and/or to ensure better student learning. Students will be notified of changes in a timely manner.

Course Outline

Include dates you plan to cover specific topics (with reading assignments), the due dates for major assignments, and the due date for the final exam. This does not have to be included in the syllabus but must list where they can find them online. This can be included in the Modules section of Canvas.

Course syllabus should follow this template with regards to order and information required. If there are additional items required by your program accreditation, please incorporate as required before the University Policies section. If you want to add more University policies, add after the Title IX section.

An electronic copy of the course syllabus must be submitted to the Department Chair prior to the beginning of class for departmental approval. The approved syllabus must be uploaded into the learning management system prior to the first day of class.