

# PHILLIPS THEOLOGICAL SEMINARY

## SYLLABUS REQUIREMENTS

**As a course instructor, please include the following information:**

1. Your name, title, office location, phone number(s), and e-mail address. Assuming that you have both a home and a work phone number, disclosing your home number is optional. If you do disclose your home number, you may want to list restrictions, e.g., times which are too early or too late to call.
2. Course number and title (e.g., NT 500 Introduction to the New Testament). If when you complete the syllabus you know the location of the class, also include building and room number. List course prerequisites, if any.
3. Course descriptions, learning goals, and strategies: You should include at least one paragraph stating the *purpose* of the particular course and its importance in the overall program of study. Succinctly state the expected *learning outcomes*. That is, what do you expect students should be able to do, think, feel, analyze, integrate, apply, etc. by the end of the course. PTS prefers that you state the class outcomes as what the student will be challenged to learn rather than what the instructor plans to teach. Also, briefly state the *learning strategies* you will employ, e.g., reading, writing, research, lecture, group work, discussion, role-play. Please explain how you plan to assess, or measure, to what extent students in the course are achieving the stated goals.
4. Course policies: This is a crucial section in our day of lawsuits. Clearly spell out your expectations and consequences regarding class attendance and participation, making up missed assignments, and grading.

**Please print the following two statements of PTS's attendance policy and disability policy in your syllabus:**

**Attendance Policy:** The PTS policy reads: "Class attendance and participation are important. Any student who misses 20% or more of the class contact hours for a course, for any reason, cannot pass or successfully audit that course. The intention of the policy is not to be punitive, but to recognize that students should retake courses for credit if they miss a significant number of the class contact hours" (PTS catalog).

In an online class, you will set forth in the syllabus the requirements for what constitutes class attendance. The standard may change from week to week depending on the assignment. Typically, attendance is measured by posts-per-week on the discussion board or other activities. You set the minimum number of posts-per-week required for a student to be considered present. If a student fails to make that minimum number of posts-per-week, s/he should be considered absent for the week. If a student is absent for more than 20% of the semester, s/he cannot pass the course.

**Disability Policy:** Phillips Theological Seminary is committed to providing equal access to its programs of graduate professional education for all qualified students with learning, physical, medical, and/or psychological disabilities. The Seminary aims to provide reasonable accommodation for qualified individuals with a disability (based on clinical documentation) to ensure their access and participation in Seminary programs. For details, see "Disabilities Policies and Procedures" in the 2009-2010 Student Handbook, pp 17-18. (The Student Handbook is located on the PTS website ([www.ptstulsa.edu](http://www.ptstulsa.edu)): go

to **Worship & Community** tab in far left column; select **Student Handbook**. Policy found on pdf pages 22-23.) Please contact Belva Brown Jordan, the Associate Dean for Admissions and Student Services, for consultation.

In addition:

--On grading: spell out specifically what each class requirement (attendance, participation, major assignments) is worth. Refer the students to the *PTS Student Handbook*, available on the PTS website, for seminary policies and procedures for academic dishonesty and plagiarism.

--Please note that a date for incompletes is publicized each semester (on Friday one week before the end of classes). Applications for incompletes dated after the deadline are not accepted, except in extraordinary circumstances. Consult the PTS institutional calendar at [www.ptstulsa.edu](http://www.ptstulsa.edu) for dates.

--Auditors must complete an "Auditor Application/Enrollment Form" prior to attending class.

5. List required and recommended books and other reading materials. Textbook information should include author, title, publisher, edition/date, and ISBN number, if available. If you require the students to purchase materials that you have copied with permission of the copyright holders; or if you expect students to copy materials that would cost them in excess of \$20, you should also indicate this in the syllabus. You should contact the PTS library staff (918-270-6437) if you require listening or viewing materials and to discuss questions regarding the PTS library or the McFarlin library of The University of Tulsa. The PTS catalog is available online at [www.ptstulsa.edu](http://www.ptstulsa.edu).
6. Course calendar and schedule: You should include topics, reading assignments, any required special events students must attend outside of scheduled class time, and due dates for all major assignments. It is recommended that you include a sentence stating that you reserve the right to change the schedule, if necessary. Changes are not recommended, but there may be circumstances where they are important.
7. Finally, please include a statement indicating that students may not fax term papers or other assignments to the seminary.

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