Please follow template and be sure to include all required information.

SKSM Syllabus Template Course

Title
Course Number # of Units
Starr King School for the Ministry
Semester/Term

Instructor Information:

Name:

Email: (Please use your institutional email address ONLY, that is, your "@sksm.edu" email address).

Phone Number: (optional if you don't have a SKSM number)

Availability: Indicate office hours or other stipulations about being contacted. Please do not meet with students 1:1 outside campus.

Use your SKSM Zoom account for all virtual meetings.

Meeting Dates and Times

Course Description:

Provide a general introduction to the course topic, format, and pedagogy. Note any prerequisites or class limits.

Learning Objectives:

Provide a bullet list indicating the general content/skills that will be covered in the course. You can introduce the list with the following phrase:

"During this course, students will…"

Learning Outcomes:

Provide a bullet list detailing what a student is expected to know or be able to do after successfully completing the course. You can introduce the list with the following phrase:

"After successfully completing this course, students will be able to..."

Course Policies:

Note any stipulations regarding conduct, absences, late submissions, special needs, etc.

We are required by the Graduate Theological Union, the Association of Theological Seminaries (ATS), and the Department of Education to include the following statements in all SKSM Syllabi:

Please copy and paste the course policy links below.
Credit Hour Policy
https://www.sksm.edu/wp-content/uploads/2020/12/Credit-Hour-Policy-12.15.2020.pdf

Academic Conduct
https://www.sksm.edu/current-students/statement-academic-integrity-misconduct/

Plagiarism
https://www.sksm.edu/plagiarism/

Notice to Students About Your Privacy (FERPA)
https://www.sksm.edu/academics/policy-statements/ferpa-family-educational-rights-and-privacy-act/

Disability Policy
https://www.sksm.edu/resources/student-handbook/starr-king-policies/students-with-disabilities-policy/

ECO Statement:
https://www.sksm.edu/academics/introducing-our-emergent-educational-design/eco/

Course Assignments:
Describe the required assignments that students must complete to pass the course. Clearly detail due dates, page/word length, and other expectations. Be as specific as you can in order to avoid misunderstandings regarding submissions and expectations.41

Grading:
Elaborate how assignments are graded in terms of feedback students receive up to and including their final evaluations. Note the pass/fail system at SKSM and the need for students to request letter grades if desired. If a student is

taking a course for a grade, they must notify the instructor. Please explicitly list the deadlines for all the assignments, which are expected to be submitted through Moodle. The instructor's email is no longer a valid option to turn in assignments.

Required Texts:
List a full bibliography of all mandatory materials (books, articles, websites, videos, etc.). You must include ISBN numbers and standard retail prices for *all* books (federal regulation).

Course Schedule:
List the topic and assigned readings --both required as well as optional-- for each given class/week .

*****Please add: The instructor reserves the right to modify the schedule and assigned readings to achieve course objectives. (In this case, please send the updated syllabus so we can replace it in our files).**

Suggested Reading:
Provide a bibliography of relevant readings that students may wish to consult, especially those that may be helpful for completing assignments.