

Morthland College

Course Syllabus

(updated August 4, 2015)

Purpose:

A syllabus can be defined as a summary outline of a course of study.¹ At Morthland College, the syllabus exists in two parts. The Course Schedule includes the course schedule, required textbooks and methods of determining grades. The course schedule is made available for each course and will vary from semester to semester. This document serves as a repository for policies and statements consistent throughout the educational experience at Morthland College.

Morthland College Grading Scale:

Percentages	Grade	Latin	English	GPA Equivalent
90.0-100	A	Cum Laude	With Praise	4.0
80.0-89.9	B	Cum Honore	With Honor	3.0
70.0-79.9	C	Cum Sufficiencia	With Adequacy	2.0
60.0-69.9	D	Cum Deficientia	With Deficiency	1.0
00.0-59.9	E	Minime	Not Adequate	0.0

Expectations:

Students may expect their instructor to: treat and respect each person as a Holy and acceptable creation of God; come to class prepared; begin and end class on time; make appropriate assignments; be impartial in grading; be helpful in offering constructive feedback; be available to the student as a resource beyond the classroom; model Christ-like behavior in every interaction.

Students are expected to: show proper respect to the instructor and peers as being Holy and acceptable creations of God; come to class prepared; arrive and leave class as scheduled; submit assignments on time; participate in an ethical and honest manner that demonstrates integrity and devotion to Jesus Christ; model Christ-like behavior in all of our interactions.

POLICIES AND STATEMENTS

A. Morthland College Mission Statement:

The mission of Morthland College is to provide a premier liberal arts education to a diversity of learners within a setting committed to Christ, Wisdom, Tradition, and Heritage. Morthland is faith-based and interdenominational with founding principles rooted in the centrality of Jesus Christ, His Word, and the Church. We embrace Wisdom by forming a community of scholars who affirm our core values and continue to engage in academic discourse. We endorse Tradition in the learning process by encouraging the consonance of Biblical instruction with a broad education. We uphold Heritage by recognizing the Christian foundations of our country and by preparing students to contribute to society in the spirit of servant leadership.

B. Authority to Operate:

Morthland College received authority to operate by the Illinois Board of Higher Education on October 5, 2010. Morthland College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org] having been awarded Accredited Status as a Category II institution by TRACS' Accreditation Commission on April 29, 2014; this status is effective for a period of 5 years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

C. Assessment Policy:

Assessment activities are not associated with actual grades. Rather, assessment focuses on what students learn before they are assigned a grade. Assessment requires everyone to ask honest questions about performance and learning outcomes. Sample means of assessment include: pre-post tests, journaling activities, portfolios, surveys, competencies, self-reporting, poster presentations, etc. Assessment is a way to insure that students are mastering critical core content. Assessment information provides students opportunities for students to give and receive feedback on their learning experiences. This information also allows Morthland College to serve students even better than it already does.

D. Americans With Disabilities Act Statement:

Students who require reasonable accommodation for a physical or learning disability should contact the Dean of Student Affairs at 618-937-2127.

¹Retrieved on 2-0-14 from <http://www.merriam-webster.com/dictionary/syllabus>

E. Technological Requirements:

Students at Morthland College must have a working knowledge of and consistent access to the internet, the latest version of Microsoft Office (Word, PowerPoint, Excel), email, and Moodle (training will be provided at the beginning of each semester for Moodle).

Students who have deficiencies in these areas are strongly encouraged to take courses that would strengthen abilities in such areas of deficiency.

F. Coursework Completion Requirement for Online Courses

In accordance with her Mission to provide quality education to a diversity of learners, Morthland College requires all assignments to be completed in order for credit to be granted for any online course. Failure to complete and submit any assignment by the final day of the course will result in failure of the course regardless of the composite course grade. However, extensions may be made for special circumstances at the direction of the professor, Director of Online Education and/or Office of Academic Affairs.

G. Late Assignment Policy:

Any assignment submitted more than two weeks after the due date will receive a minimum of a twenty percent (20%) reduction of the assignment's grade. Individual faculty or courses may have additional and stricter late assignment policies.

H. Academic Honesty and Plagiarism Policy:

The goal of Morthland College is not merely to produce students with degrees, but to produce students who are knowledgeable thinkers, capable of influencing their world for Christ. There are no shortcuts in acquiring knowledge and therefore, Morthland College will not tolerate any attempts by students or faculty to bypass genuine knowledge by any means, including but not limited to academic dishonesty (cheating) or plagiarism.

I. Student Privacy Statement:

Morthland College is committed to protecting the privacy of its students. Academic records, course grades, and disciplinary action will be kept confidential and released only to the student at the student's request, as required by law. Students are encouraged to protect their own privacy by not sharing passwords for email, Moodle, or any other electronic source of information.

J. Instructor Contact Policy:

Except for Acts of God or other emergencies, all emails will be answered within 48 hours of submission by students.

K. Attendance Policy:

Students are expected to attend lectures and participate in assigned activities. If students need to miss class for any reason, they are responsible for informing the instructor of the reason behind their absence.

Students will not be penalized for excused absences. Examples of excused absences include a death in the immediate family, a college trip or function, jury duty, or serving as witness in court. For an absence to be excused, it must be documented in writing by a third-party source (e.g. a doctor's note, jury summons, etc.). Such documentation must be submitted by the student to the instructor no more than 10 business days after the missed class. Students will be allowed to make up work for excused absences when approved by the instructor.

For unexcused absences, students may miss up to the equivalent of one week without penalty. These absences do not have to be consecutive. Any absences over this limit will result in a reduction of the final course in accordance with the following:

- For a 50 minute class – 2 percentage points for each excess absence
- For an 80 minute class – 3 percentage points for each excess absence
- For an evening class (4.5 hours) – 8 percentage points for each excess absence

For example, a student with a MWF class may miss three (3) times without penalty. After the fourth absence, 3 percentage points will be deducted from the student's final grade. If the student misses a total of eight (8) times, 10 percentage points will be deducted from the final grade.

Students will be charged with a tardy if they arrive after class has started, and three tardies will equal an absence. In a 50 minute class, if students arrive after 10 minutes, they will be counted absent. The same will apply after 15 minutes into an 80 minute class.

Faculty may establish attendance rules for their courses, subject to approval by the department chair or administration. Students should notify both the instructor and the registrar's office when absences are anticipated during the semester.

Students with mitigating circumstances may appeal to the Dean of Academic Affairs for special consideration. Documentation will be required when making such an appeal.