



Mission Statement: *Quincy University stands as a Catholic, independent, liberal arts institution of higher learning in the Franciscan tradition. Inspired by the spirit of Francis and Clare of Assisi, we respect each person as a sister or brother with dignity, value, and worth. We work for justice, peace and the integrity of creation. We prepare men and women for leadership and for the transformation of the world by educating them to seek knowledge that leads to wisdom. We welcome and invite all to share our spirit and our life.*

Course Information

- Course Number & Title
- Term & Year
- Meeting Day & Time & Location
- Required Texts/Course Materials

Faculty Contact Information (including preferred method)

- Name
- Office Location, Office Hours, Phone
- Email

University Policies/Statements

Academic Honesty

The educative mission of the University is defeated when community members decide to compromise their integrity for the appearance of academic achievement. Students found guilty of academic dishonesty are subject to various sanctions depending upon the extent, nature, and frequency of occurrence. Students should familiarize themselves with the procedures associated with academic dishonesty which are described in the Student Handbook.

Special Needs and Accommodations

Any student providing current documentation regarding a disability and in need of academic modifications or accommodations is requested to speak with me during the first two weeks of class. All discussions will be handled professionally. Students with disabilities will need to contact Academic Support Services in Francis Hall Room 121. Please call 217-228-5288 (on campus use extension 3350) to set up an appointment. Please note that the instructor must be made aware of this disability at the beginning of the term in order to have enough time to adjust materials accordingly. Last minute accommodations will only be made if disability occurs after the beginning of the semester.

Access to Student Work

Copies of your work in this course including copies of any submitted papers and your portfolios may be kept on file for institutional research, assessment and accreditation purposes. All work used for these purposes will be submitted anonymously.

Student Copyright Authorization

For the benefit of current and future students, work in this course may be used for educational critique, demonstrations, samples, presentations, and verification. Outside of these uses, work shall not be sold, copied, broadcast, or distributed for profit without student consent.

Final Examinations

Quincy University holds that a final examination or comparable culminating experience is required in all courses to evaluate student achievement. Final examinations for traditional semester courses are scheduled during a special examination period at the end of each semester. Final examinations for courses in other sessions are held during the last class period. In all cases, the final examination period is considered to be part of the required contact time for every course. Students should not make travel arrangements that conflict with their scheduled final exams because instructors will not schedule alternative or individual examinations in place of the course final exam. The final exam schedule is located on the Office of the Registrar's web page.

Mission of Program/Program Goals (optional)

Course Objectives (optional)

Learning Outcomes (required)

- University-level outcomes as appropriate
- Program-level outcomes as appropriate
- Course-level outcomes

Classroom Conduct (optional) (cell phone policy, other)

Teaching Method(s)

Grading Policy (number of graded assignments, weight given to each)

Late Work and Makeup Exam Policy

Course Attendance Policy (effect on grade; catalog policy enforced or not)

Approximate Class Schedule (topics to be covered with approximate dates)