**Course Title**Department, Course Number, and Section  
Class Meeting Time(s) and Location(s)

Semester

Instructor(s) name(s) and contact information, e.g.

Email address

Office location; phone

Office hours

<Instructors may want to indicate which is their preferred mode of contact (email, phone, etc), as well as when and how students can expect a reply to any electronic communication.>

***Course Description***

<Insert description from Course Listings, This could be autofilled in when the teacher puts in the class number. Along with the topic of your course, the description may also include information about what type of course it is (e.g. lab, studio, discussion- based seminar, writing-intensive, multidisciplinary, etc.)

***Prerequisites***

<List any course prerequisites. >

***Course Goals***

Students who complete this course successfully will be able to:

<Course goals or learning objectives– These potentially could be filled in when the course is put into the app>

* Goal #1
* Goal #2
* Goal #3
* Etc.

***Required Texts, Materials, or Equipment***

* List required texts, titles, and authors, as well as edition.
* List any required materials or equipment (e.g. lab notebook, specific calculator, etc).

<These could be prefilled in as well if course material is universal for a specific class or added by teacher>

***Daily Work/Homework***

<Briefly describe what students will be required to do to prepare for class and/or to complete weekly homework and problem set assignments.>

***Major Assignments: Descriptions***

<Include a brief description of each of the graded components in enough detail that a student reading the syllabus will have a good general understanding of the amount and type of required work. >

* **Reports/Papers**
* **Turn in assignments**

***Class Participation***

<Describe the function of student participation within the course, as well as your expectations for how students should participate in class. This information should include whether participation is required, how it is assessed, etc.>

***Course Grading***

Statement of Grading Approach or Philosophy

<For example, are major assignments or exams grading on a curve? Will exams be graded anonymously? Will a “curve” be applied when grades are tabulated?>

Explanation of Grading System

<Include assignments, exams, presentations, etc. that together determine the final grade for the course, with a clear indication of the value of each. If relevant, include grade cut-offs or other information. Examples are included below>

* Paper/Exam 1: **% of total grade or maximum points**
* Paper/Exam 2: **% of total grade or maximum points**
* Paper/Exam 3: **% of total grade or maximum points**
* Paper/Exam 4: **% of total grade or maximum points**

OR

* Exams = XXX points
* Homework = XXX points
* Class Participation = XXX points

Sample Grade Cutoffs

90% A

80% B

70% C

***Course-Specific Support or Supplementary Instruction***  
<Supplementary Information on web or library>

***Course Policies and Information for Students***

INCLUSIVE LEARNING ENVIRONMENT STATEMENT

<Include a statement of Inclusiveness for all students here.>

<This could be the same for anyone from the same school….>

ATTENDANCE POLICY   
<If attendance will be required, indicate the number of classes that may be missed without a penalty, as well as the penalties that accrue thereafter.>

1. PENALTIES FOR LATE WORK and REQUESTS FOR EXTENSIONS
2. POLICIES ON MISSED EXAMS, MAKE-UP EXAMS OR QUIZZES
3. REGRADING POLICY  
   <Do you allow a regrade? Or NOT? >
4. REQUESTS FOR INSTRUCTOR FEEDBACK ON DRAFTS AND REQUESTS TO REVISE  
   <How do the students get feedback for drafts of papers/ assignments…>
5. TECHNOLOGY POLICIES:

<What are the policies in place for emails that are sent? “digital etiquette” policy indicating guidelines for respectful online discussions.>

1. ETHICS/VIOLATIONS OF ACADEMIC INTEGRITY: Ethical behavior is an essential component of learning and scholarship. Students are expected to understand, and adhere to, the University’s academic integrity policy

<Here, you may wish to list some specific examples related to your course, such as:

* Always cite your sources when you present ideas and/or language that you have not developed yourself, including material from class lectures and discussions.
* Violation of this policy includes collaborating on assignments where collaboration is not allowed and/or utilizing notes, texts, etc. on any assignment where use of such materials is not allowed.>

1. HONOR CODE POLICY

<I pledge that this is my work……>

***Resources for Students***

1. DISABILITY RESOURCES:

<If you have a disability that requires an accommodation, please speak with instructor and consult …>

1. WRITING ASSISTANCE:

<For additional help on your writing, consult the expert staff of **The Writing Center …>**

1. ACCOMMODATIONS BASED UPON SEXUAL ASSAULT AND HARASSMENT:

<Information on Sexual Assault and Harassment

1. BIAS REPORTING**:**

<Another possible field…>

1. INFECTIOUS DESEASE REPORTING AND SUPPORT

<COVID\_19.., or other health related issues…>

***Disclaimer***

The instructor reserves the right to make modifications to this information throughout the semester.

***Preliminary Schedule of Topics, Readings, and Assignments***

|  |  |  |
| --- | --- | --- |
| **Date** | **Topics/Assigned Readings/Homework** | **Major Assignments and Deadlines** |
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