**Course number and Course Title**

**Semester, Year**

**Prerequisites:** *[Required]*

*{Course prerequisite. Must be consistent with the catalog.}*

**General Information:** *[Required]*

Class Schedule: *{Day and time}*

Class room: *{Where}*

Professor: *{Instructor’s full name}*

Contact: *{Office phone number and school email address}*

Class web page: *{Moodle or your other web pages}*

Office Hours: *{Minimum 3 hours/week per course for full time faculty}*

**Description** *[Required]*

*{This description must contain a copy of the description from the course catalog}*

*{Refined course description with additional information} [Optional]*

**Course Objectives and Learning Outcomes:** *[Required]*

*{Expected outcomes upon completion. Must be specific, measurable and commensurate with the course description. In descriptive paragraphs or a list format}*

**Textbooks:** *[Required]*

*{Textbook Title, Author(s), Publisher, ISBN}*

**Optional Textbooks:** *[Optional]*

*{In the same format with the required text book}*

***Software:*** *[If applicable]*

*{Please include the software version}*

**References:** *[Optional]*

*{Additional course materials. Reference Text, Author, Publisher.}*

**Course Materials Required:** *[Optional]*

*{Things that students need to buy}*

**Outline and Tentative Dates:** *[Required]*

*{Week-to-week breakdown of expected topics, tests and projects, with an explicit reminder that the schedule is subject to change.}*

**Grading Policy:** *[Required]*

*{Breakdown of the weighting and methods of grading}*

**Rubrics and Assessment:** *[Optional]*

*{Detailed means of evaluation for assignments, projects, exams, etc.}*

**Mechanisms and Procedures:** *[Optional]*

*{Expectations for attendance, homework, reading, exams, etc.}*

**Late Policy:** *[Optional]*

*{Policy for late homework and projects}*

**Relevance/Statement:** *[Optional]*

*{Statement about teaching philosophy, common issues, professor’s point of view, recommendations for the students, how the course pertains to their education and life, etc.}*

**Instructor’s Biography:** *[Optional]*

*{Brief information on education background, work and teaching experience, areas of expertise, research interest, publications and other accomplishments}*

**Other Fields:** *[Optional]*

*{Add additional information as it fits.}*

**Last Day to Withdraw:** *[Optional]*

*{The final withdrawal date incorporating the correct course catalog date.}*

*{Recommended Passage:* In order to withdraw from a course it is not sufficient simply to stop attending class or to inform the instructor. In accordance with the policy, contact your advisor or the Registrar to begin the withdrawal process. The last day for withdrawal from this course is cited in the official catalog.}

**Academic Integrity Policy:** *[Required]*

*{Recommended Passage:* Academic dishonesty in any form will not be tolerated in this course. Cheating, copying, plagiarizing, or any other form of academic dishonesty (including doing someone else’s individual assignments) will result in, at the extreme minimum, a zero on the assignment in question, and could result in a failing grade in the course or even expulsion from DigiPen.}

**Special Considerations Support Services:** *[Required]*

*Students that have special needs due to medical issues, can apply for formal accommodations. The accommodations are student specific and are focused on helping the student to complete the learning process and achieve the goals in the course. Students that apply for accommodations for the first time should contact the Administration Office at 94 6365163 in order to start the process. Students that have already contacted the Administration Office will be informed about the general considerations through their Academic Advisor. Additionally, students should talk to the teacher in order to be informed about the details of the accommodations in this particular course.*