![A close up of a sign

Description generated with very high confidence]()

Course Identification Number and Title

Number of Credits

Term and Year

Syllabus

Instructor:

Contact Information:

E-mail:

Phone:

Virtual Office Hours:

Preferred Method of Communication:

Course Information:

Prerequisites, if any:

Course Description:

Course Website (Canvas):

Explanation for how, and how frequently, to access the course Canvas site

Learning Materials:

Required and Recommended Texts:

Required Journal Articles:

Explanation for how to access these articles

Course Goals

When you complete the course successfully, you will be able to:

[Add the goals here]

Structure of the Course

Organization of the course

The Learning Process

Your teaching and learning philosophy

Methods for students to achieve success

Time commitment

Important Dates:

Drop deadline

Audit and withdrawal deadline

Holidays

Communication:

Reply to email:

Reply to voicemail:

Preferred time to call:

Other forms of communication, if applicable:

Canvas Q&A Discussion Forum, if applicable:

Etiquette:

Email:

Group etiquette:

Discussion board etiquette:

Policies:

**[PLEASE DO NOT CHANGE OR DELETE THE TEXT BELOW THROUGH THE \*\*\*]**

Academic Policies

This course adheres to all FAES policies described in the academic catalog and student handbook, including the Academic Integrity policy listed on page 11 of the academic catalog and student handbook. Be certain that you are knowledgeable about all of the policies listed in this syllabus, in the academic catalog and student handbook, and on the FAES website. As a student in this program, you are bound by those policies.

Copyright

All course materials are the property of FAES and are to be used for the student’s individual academic purpose only. Any dissemination, copying, reproducing, modification, displaying, or transmitting of any course material for any other purpose is prohibited, will be considered misconduct, and may be cause for disciplinary action. In addition, encouraging academic dishonesty by distributing information about course materials or assignments which would give an unfair advantage to others may violate the FAES Academic Integrity policy. Course materials may not be exchanged or distributed for commercial purposes, for compensation, or for any purpose other than use by students enrolled in the course. Distributions of course materials may be subject to disciplinary action.

Guidelines for Disability Accommodations

FAES is committed to providing reasonable and appropriate accommodations to students with disabilities. Students with documented disabilities should contact Dr. Mindy Maris, Assistant Dean of Academic Programs.

Dropping the Course

Students are responsible for understanding FAES policies, procedures, and deadlines regarding dropping or withdrawing from the course or switching to audit status.

Harassment

FAES adheres to the NIH’s harassment policies, which can be found at the following link:

<https://hr.nih.gov/working-nih/civil/statement-workplace-harassment>

Faculty and students in FAES courses are responsible for being familiar with the NIH’s harassment policies and adhering to them.

**[\*\*\*]**

[INCLUDE LANGUAGE ABOUT YOUR OWN POLICIES REGARDING THE FOLLOWING:]

Attendance

Participation

Assignment Submission

Due Dates

Late Submission Policies

Assignment Formats

Citation Format

Discussion Board Policies, if applicable:

Guidelines for posts

Due dates

Late submission policies

Step-by-Step Guidelines for Submitting Assignments:

Expectations for instructor’s feedback on assignments:

Major Assignments:

Detailed assignment descriptions

Value of each assignment / percentage of total course grade

Grading Scale:

Weekly Schedule:

| Week | Readings | Learning Activities and Assignments |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |