[COURSEXXX]: [Title]: [Section Number]

[Semester] [Year]

SYLLABUS

# Instructor Information

[Honorific First and Last Name]

[Office Location]

[Institution Email Address]

[Phone, if desired]

### Office Hours

[Location of Office Hours]

[Days and Times]

or by scheduled appointment

# About This Course

### Schedule

[Insert meeting days/times for synchronous courses]

### Course Location

[Insert location if meeting in-person for part of your course]

### Course Description

[Provide the course description from the school catalog]

### Course Outcomes

At the end of this class, you will be able to:

[Provide the list of course learning outcomes defined in you Course Design Matrix. It is also possible these will be already be defined by your department and/or by the school. Your course coordinator or department may be able to provide these to you if you do not have them.]

### Prerequisite(s)

[Provide any prerequisites as defined in the course catalog or by the institution. Your course coordinator or department head should be able to provide these to you if you do not have them.]

### Course Website

[Provide a link to your LMS website or course website outside of the LMS if applicable]

### Course Materials

**Required**

[Provide the list of required course materials such as textbooks, required technology, a third party website or subscription, etc.]

Recommended

[This can include a list of materials that your recommend, but are not required.]

# Course Structure

[Provide an overview of what students can expect on a topic-by-topic or week-by-week basis. How will content be presented? How will they interact with the instructor(s) and other students? What will be expected of them on a regular basis?]

# Grading Policies

### Graded Course Assignments

* **[Assignment Name]:** [Include a description of the assessment/s that count towards a grade as well as where and how the student will access the materials. If there is a single or consistent due date, include it here.]
* **[Assignment Name]:** [Description]
* [**Assignment Name**]: [Description]
* [**Assignment Name**]: [Description]
* [**Assignment Name**]: [Description]

### Grade Breakdown

|  |  |
| --- | --- |
| Category | [Percentage or Point] Value |
| [Gradebook Column 1: If more than one type of assignment is included in this column, provide all that belong to this category]] | [Corresponding Percentage Value or Point Total] |
| [Gradebook Column 2] | [Corresponding Percentage Value or Point Total] |
| [Gradebook Column 3] | [Corresponding Percentage Value or Point Total] |
| [Gradebook Column 4] | [Corresponding Percentage Value or Point Total] |
| [Gradebook Column 5] | [Corresponding Percentage Value or Point Total] |

### Grading Scale

This course uses the [university] standard letter grading with standard rounding:

### [Adapt Scale as Needed for Your University.]

|  |  |  |
| --- | --- | --- |
| A+: 100-98 | A: 97-94 | A-: 93-90 |
| B+: 89-88 | B: 87-84 | B-: 83-80 |
| C+: 79-78 | C: 77-74 | C-: 73-70 |
| D+: 69-68 | D: 67-64 | D-: 63-60 |
|  |  |  |
| F: 59 and below |  |  |

# Course Schedule

Schedule is subject to change.

[Include information on student responsibility for changes and how they will be notified. If you anticipate making changes to the schedule, we recommend making this a separate course schedule document that you can more easily update and redistribute and then listing here just the module/topic names and the dates. ]

|  |  |  |  |
| --- | --- | --- | --- |
| Week | Date | Topic | Assignments Due |
| [Week of Term] | [Date of Class Meeting] | [Topic to be Covered] | [Any assignment that is due on that date] |
|  | [Date of Class Meeting] | [Topic to be Covered] | [Any assignment that is due on that date] |
| [Week of Term] | [Date of Class Meeting] | [Topic to be Covered] | [Any assignment that is due on that date] |
|  | [Date of Class Meeting] | [Topic to be Covered] | [Any assignment that is due on that date] |
| [Week of Term] | [Date of Class Meeting] | [Topic to be Covered] | [Any assignment that is due on that date] |
|  | [Date of Class Meeting] | [Topic to be Covered] | [Any assignment that is due on that date] |

[Populate additional rows as needed. Be sure to include any holidays in the schedule as well as any major exams dates or assignment due dates.]

# Course Policies

[Enter any expectations that you have for students in the course. These are not institutional policies; these are instructor or departmental policies. Some examples headings are provided below.]

### Class Preparation

[Ex. Students are expected to read before coming to class and have all reference materials provided in the course website readily available for use in class discussion. Failure to do so will result in a lower class participation grade.]

### Late Work

[Ex. Late homework/papers will be penalized x% a day until they reach a score of 0.]

### Zoom Etiquette

[Expectations of how students will act while participating in a synchronous online class meeting]

### Discussion Board Etiquette

[Expectations around language and interaction with classmates.]

# Institutional Policies

[Enter your university policy or required information here. Example categories suggested.]

### Attendance Policy, Late Assignments and Makeup Exam Policy

[Include institutional policies regarding excused absences and makeup exams.]

### Academic Integrity

[Include your institution’s statement on academic integrity.]

### Policies on Incomplete Grades

[If your institution has a policy about earning an incomplete, provide that information here.]

### Electronically-Hosted Course Components

[Identify any components that may present privacy or accessibility issues for the student so that these issues can be addressed during the course drop/add period.]

### Accommodations for Disabilities

[Include institutional policy regarding accommodations for disabilities.]

### Non-Discrimination Policy

[Include institutional policy regarding discrimination.]

# Additional Resources

[This is an optional section where you can provide additional resources to students. See below for topic examples.]

### Institution Library

[Description]

### Institution Counseling Center

[Description]**Institution Bookstore**

[Description]