

## DEPARTMENT OF XXXXXX

COURSE TITLE, NUMBER, CREDIT VALUE, COURSE DELIVERY FORMAT

COURSE MEETING TIMES, LOCATION

COURSE SYLLABUS: SEMESTER YEAR

### INSTRUCTOR INFORMATION

Your instructors name, title, contact information, and office hours will be provided here

Instructor:

Office Location:

Office Hours:

Office Phone:

Office Fax:

University Email Address:

Preferred Form of Communication:

### COURSE INFORMATION

Required/recommended textbook/reading materials, technology requirements and additional materials will be provided here

Textbook(s) Required:

Textbooks(s) Recommended:

Technology Requirement(s):

Optional Text and/or Materials:

### COURSE DESCRIPTION

This portion will include the university catalog description and any necessary prerequisites.

### STUDENT LEARNER OUTCOMES

Expected Competencies/Knowledge/Skills upon successful completion

### COURSE ASSIGNMENTS & ASSESSMENTS

Nature and format, requirements, deadlines for submission, dates of assessments

### GRADING

Grading procedure, components of final grade and weight assigned to each component.

Final grades in this course will be based in the following manner:

A = 90% - 100%

*The syllabus and schedule are subject to change.*

D = 60% - 69%  
F = 59% or Below

### COURSE SCHEDULE

Sequence and topics to be covered at each class meeting, with required readings and assignments. Delivery format for each meeting if the course is offered as a hybrid class and dates of synchronous meetings for online classes (if applicable). Due dates for assignments, dates of exams (including final exam), field trips or other events (if applicable). Last day to drop class.

*DISCLAIMER* – This will note if any portion of the schedule may be subject to change and how changes will be announced.

Week	Topics and Chapters	Assignments
1		
2		
3		
4		

### COURSE AND UNIVERSITY PROCEDURES/POLICIES

#### INSTRUCTOR'S POLICIES

Regarding attendance (excused and unexcused absences), tardiness, class participation and decorum, academic dishonesty and misconduct, lab safety (if applicable), cell phone and laptop (or other electronic device) use, polices regarding late, missing, make-up work, and extra credit.

#### UNIVERSITY POLICIES

##### *Six Drop Policy*

Note: Since dual enrollment students have not completed their high school program, or the equivalent, this does not apply to them. However, once they are admitted into an institution of higher education after high school graduation, they will be subject to the requirements of SB 1231..



