

Syllabus Template

Course Identification and Faculty Contact Information:

- Course Number and Title
- Semester and Year
- Instructor's Name
- Instructor's Contact Information and Availability
- Day and Time of Class Meeting
- Course Index Number (CRN number listed in schedule)
- Course Materials:
 - Required Text Book(s)
 - Supplemental Course Materials including software and/or other equipment

Course Content and Requirements:

I. Purpose

- A. Course Description (as published on Master Course Record Form including prerequisites, corequisites and credit hours)
- B. Class focus (This is a statement of the individual instructor's approach to the material)
- C. Learner Outcomes (as published on Master Course Record Form)

II. Course Policies

- A. Attendance/Tardiness policy
- B. Grading (Including assignments and scale)
- C. Acceptable style/format of assignments
- D. Policy on missed deadlines
- E. Exams (Scheduled and make-up)
- F. *Policy on Academic Dishonesty

Academic dishonesty is any practice which gives one student a dishonorable advantage over another student engaged in the same or similar course of study and which, if known by the instructor in such course of study, would be prohibited. This shall include, but is not limited to, the following: securing or giving assistance during examinations or on required work; the improper use of books, notes, or other sources of information; submitting as one's own work or creation of any kind that which is wholly or in part created by another; securing and/or distributing all or any part of examinations or assignments prior to their being submitted to the class as a whole; or the altering of any grade or academic record.

If an occurrence of Academic Dishonesty is observed on the part of a student, the case shall be handled in accordance with the procedures identified in the Student Handbook.

- G. *Americans with Disabilities Act (ADA) notice:

In accordance with the American With Disabilities Act, Eastern West Virginia Technical and Community College's programs and courses will be accessible to the handicapped and disabled. If you have a disability which impairs your access

to this course or your ability to pursue the coursework as it is presented, notify the instructor. Eastern's ADA contact is the Student Services Specialist.

H. *Title IX notice:

Eastern West Virginia Technical and Community College is dedicated to ensuring a positive classroom environment. Discriminatory comments and actions based on age, race, religion, marital status, and gender are inappropriate classroom behaviors and will not be tolerated. Any further suggestions that would work to maintain such an environment should be directed to the instructor.

I. *Syllabus Change Statement:

This syllabus is subject to change as determined by the instructor. **Students will be provided a written notification of any changes in course requirements and assignments.**

J. Copyright Use:

In many instances, the instructor may make copyrighted material available to the students. It is important for students to remember that the material is provided for educational purposes only, and that it is against the law for students to photocopy and distribute copyrighted materials.

III. *Course Schedule

- A. Outline of course content.
- B. Schedule of course activities including testing dates, assignments and assignment due dates.
- C. Required readings with author, title of book, and page numbers
- D. Recommended readings
- E. Supplemental learning resources

*These policies or statements must appear on all course syllabi.