

Sample Syllabus
Western New England College
School

Course Title:
Semester, Date

Instructor:
Office:
Telephone:
Office Hours:

Pre-requisite:

Course Description: (Course focus, main topics emphasized)

Required Material: (Books, computer supplies, etc.)

Supplementary Materials: (Optional)

Learning Objectives and Assessment: The learning objectives of this course and the assessment methods used are summarized as follows. After taking the course, students should have or be able to:

Course Objectives/Outcomes	Assessment

Course Requirements: (Should be tied to grading schedule)

1. Assignments/Homework:
2. Examinations:
3. Quizzes:
4. Projects:
5. Attendance: (Explain how students will get points, if appropriate)
6. Participation: (Explain how students will get points, if appropriate)
7. Writing Component

Method of Instruction: (Pedagogy used)

Grading: (Incorporate your scale; a definite portion of the grade must be determined by performance in written work, for example:)

1. Weights for assignments A 93+
2. Grade distribution A-90-92
3. Letter grades are converted to the average of the range, ie. A- = 91

Exam Policy: (Specific reference to make-up policy and final exam.)

Attendance Policy: (College policy is that students are expected to attend all class sessions for courses in which they are enrolled.)

Mid-Semester Grades: (Instructors are required to submit mid-semester grades. It is crucial that mid-term grade reports reflect the instructor's actual evaluation of student's progress. This practice ensures adequate feed-back to students.)

Integrity of Scholarship from the College catalog:

"Honesty in all academic work is expected of every student. This means giving one's own answers in all class work, quizzes, and examination without help from any sources not approved by the instructor. Written material is to be the student's original composition. Appropriate credit must be given for outside sources from which ideas, language, or quotations are derived."

Other Information:

1. Changes in syllabus and assignment sheet may be modified as deemed appropriate. All changes will be announced in class.
2. Students with a disability who are requesting academic accommodations should contact the SDS office in Deliso GO6, or call 782-1257/1528 for an appointment.
3. Any student who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school.
4. Due date policy; late penalty policy
5. Faculty evaluations will be administered at the end of the semester
6. Other, as appropriate

Assignments and material covered: (Separate Page)