

COURSE NUMBER & COURSE NAME

Term & Year:

Meeting Days/Times/Room:

Instructor:

Contact Information: [office hours, email, phone, restrictions on times to call/email]

Learning Outcomes:

[In line with [HLC](#)'s accreditation standards, faculty are expected to include course goals/learning outcomes. At a minimum, this could consist of a statement connecting the learning goals of the course to relevant parts of the college mission. More detailed information could include learning outcomes developed for the major, for the department, or for the program. For examples of learning outcomes, see the syllabus FAQs.]

Required Texts and Course Materials:

[The Higher Education Opportunity Act [textbook provision](#) requires a list of required materials be available to students. The College Bookstore assists with this mandate if the required materials list is provided prior to registration.]

Course Policies:

[Information in the first four items is required. Links direct readers to related passages in the college catalog. This information may also be copied directly into an instructor's syllabus if not using this template.]

- [Academic Integrity](#) o At Coe College, we expect academic integrity of all members of our community. Academic integrity assumes honesty about the nature of one's work in all situations. Such honesty is at the heart of the educational enterprise and is a pre-condition for intellectual growth. Academic dishonesty is the willful attempt to misrepresent one's work, cheat, plagiarize, or impede other students' academic progress. Academic dishonesty interferes with the mission of the College and will be treated with the utmost seriousness as a violation of community standards. o Please refer to the Coe College Academic Catalog for complete information regarding Academic Integrity:
<http://www.coe.edu/academics/dean/academicintegrity>
- [FERPA](#)
 - o Students should be aware of their rights regarding the privacy of their educational records. Detailed information about your rights can be found under the FERPA (Family Educational Rights and Privacy Act of 1974) section in the Academic Catalog and online here:
<http://www.coe.edu/academics/registrar/ferpa>.
 - o In line with FERPA restrictions, students should be aware that an instructor cannot publicly post grades by student name, institutional

student identification number, or social security number without first having obtained students' written permission.

- *The Definition of a Course Credit & Expected Workload:*
 - One course credit at Coe College constitutes 150 hours' worth of student work over the course of the term. This figure includes both the time spent in class and the time spent out of class completing course work. In other words, students are expected to devote a considerable amount of time outside of class to this course. For courses that meet in a standard M-WF or T-Th slot, students should be expected to work seven hours a week outside of the three hours in class.
- *Students with Disabilities:*
 - If you have a hidden or visible disability which may require classroom or test accommodations I encourage you to visit my office during Office Hours or email to schedule an appointment at a mutually suitable time so we can discuss ways to support your learning. Coe College, in compliance with equal access laws, will make reasonable accommodations for persons with documented disabilities. Students are required to meet with Kim Pierson, the Accessibility Services Coordinator to verify disability. The Accessibility Services Office is located in the lower level of Stewart Memorial Library. This office is responsible for coordinating accommodations and services for students with disabilities. Please call X8844 to schedule an appointment.
- *Reporting of Sexual assault or misconduct* ○ As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. I also have a mandatory reporting responsibility related to my role as a faculty member. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in any one-on-one meetings. I will seek to keep information you share with me private to the greatest extent possible. However, I am required to share information regarding sexual misconduct or students who may be in danger to themselves or to others. Students may speak to someone confidentially by contacting Student Development at 319-399-8843 or Safety and Security at 319-399-8888.
- *Attendance policy*
- *Late work policy*
- *Acceptable methods for submitting work*
- *Participation expectations*

Method for Determining Final Grade:

[Instructors must explain to students how final grades will be determined. This is often accomplished by listing the major assignments and evaluations with weighting in the determination of the final course grade.]

Final Exam Date & Time:

[Recommended]

Prerequisites:

[Optional]