# Course Number, Course Title Syllabus

## Instructor Information

* Instructor name and title
* Instructor office address
* Instructor office telephone
* Instructor office hours
* Instructor Temple e-mail address

## Course Information

* Course number and section
* Course Title
* Course Description
* Co-requisite or pre-requisite, if any
* Face-to-face class meeting days and times
* Class room number and building
* Virtual (online) meeting days and times, if any

## Course Overview and Goals

Insert Course Overview here

### Upon Completion of this Course, students will be able to:

* Insert goal and/or objectives
* Insert goal and/or objectives
* Insert goal and/or objectives

**<Tip: Insert items that are listed using a bulleted list or a numbered list so that they are easily navigable.>**

**<Note: For instructions, required syllabus elements, and for help, please visit the https://computerservices.temple.edu/template-creating-accessible-syllabus>**

## Course Requirements

### Class Participation

Insert description

### Assignment 1

Insert description

### Assignment 2

Insert description

### Tests & Quizzes

Insert description

### Assigned Readings

Insert description

### Grading of Assignments

The grade for this course will be determined according to the following formula:

| **Assignments/Activities** | **% of Final Grade** |
| --- | --- |
| Example: Class participation | Example: 20% |
| Example: Quiz | Example: 20% |
| Example: Project1 | Example: 20 |
| Example: Project 2 | Example: 20% |
| Example: Test | Example: 20% |

**<Add Alt Text to Table: Right click on the above table, select ‘Table properties’, and then select the Alt text tab. Enter text in the description window to describe the intended meaning of the table. Create a simple structure for your table so that it can be easily read. Avoid blank rows, columns, & merged cells.>**

Letter Grades

Letter grades for the entire course will be assigned as follows:

| **Letter Grade** | **Points** | **Percent** |
| --- | --- | --- |
| A | 4.00 | Example: 92.5% and higher |
| A- | 3.67 | Example: 90.0 – 92.49% |
| B+ | 3.33 | Example: 87.5% - 89.99% |
| B | 3.00 | Example: 82.5% - 87.49% |
| B- | 2.67 | Example: 80% - 82.49% |
| C+ | 2.33 | Example: 77.5% - 79.99% |
| C | 2.00 | Example: 72.5% - 77.49% |
| C- | 1.67 | Example: 70% - 72.49% |
| D+ | 1.33 | Example: 67.5% - 69.99% |
| D | 1.00 | Example: 62.5% - 67.49 |
| D- | .67 | Example: 60% - 62.49% |
| F | .00 | Example: 59.99% and lower |

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### View Grades

Example: Grades can be viewed on the Blackboard Course Management System for this course.

## Course Schedule

### Topics and Assignments

| **Week/Date** | **Topic** | ****Reading**** | **Assignment Due** |
| --- | --- | --- | --- |
| Week 1, insert date | Insert topic | Insert reading | Insert assignment |
| Week 2, insert date | Insert topic | Insert reading | Insert assignment |
| Week 3, insert date | Insert topic | Insert reading | Insert assignment |
| Week 4, insert date | Insert topic | Insert reading | Insert assignment |
| Week 5, insert date | Insert topic | Insert reading | Insert assignment |
| Week 6, insert date | Insert topic | Insert reading | Insert assignment |
| Week 7, insert date | Insert topic | Insert reading | Insert assignment |
| Week 8, insert date | Insert topic | Insert reading | Insert assignment |
| Week 9, insert date | Insert topic | Insert reading | Insert assignment |
| Week 10, insert date | Insert topic | Insert reading | Insert assignment |
| Week 11, insert date | Insert topic | Insert reading | Insert assignment |
| Week 12, insert date | Insert topic | Insert reading | Insert assignment |
| Week 13, insert date | Insert topic | Insert reading | Insert assignment |
| Week 14, insert date | Insert topic | Insert reading | Insert assignment |
| Week 15, insert date | Insert topic | Insert reading | Insert assignment |
| Week 16, insert date | Insert topic | Insert reading | Insert assignment |

**<Note: The 16 week period include breaks, i.e. spring and Thanksgiving, and finals.>**

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### Tests and Quizzes

* Insert test name and date

## Course Materials

### Required Textbooks & Materials

* Insert textbook or material name
* Insert textbook or material name

### Optional Textbooks & Materials

* Insert optional textbook or material name
* Insert optional textbook or material name

### Resources

*(examples)*

* Access your course materials
  + [Blackboard](http://blackboard.temple.edu) (https://blackboard.temple.edu)
* Databases, journal articles, and more
  + [Temple University Libraries](http://libraries.temple.edu/) (http://library.temple.edu/)
* Receive Assistance with strengthening your writing
  + - [Temple University Writing Center](http://www.temple.edu/writingctr/) (http://www.temple.edu/writingctr/)
* Obtain 24/7 technology assistance
  + [Computer Services Helpdesk](http://www.temple.edu/helpdesk) (http://www.temple.edu/helpdesk)

**<Hyperlinks: Provide meaningful text for hyperlinks. Including both the descriptive link and the actual URL assures that students using both paper and electronic formats of your syllabus will be able to use the link.>**

## Course Policies

### Attendance and Tardiness

Example: Your attendance and participation is expected at all iterations of our class meetings and assures that you and your colleagues get the full benefit of taking this class. Your absence and/or coming late or leaving early is a detriment to yourself and to your colleagues. We need all of you here to have productive and meaningful discussions. If you are not in class or present online for any reason, you are responsible for finding out from another student what you missed.

### Late Assignment

Example: All assignments are to be turned in electronically by 11:59PM on the due date. Assignments turned in more than one class period late, without prior approval of the instructor will result in a grade no higher than a B.

### Incomplete Grade Policy

Example: Incomplete grades will be granted only in rare circumstances and require the approval of the instructor. Students who have not completed all the requirements prior to the last day of class will need to talk with the instructor about how this will be rectified.

### Academic Honesty/Plagiarism

Example: You are expected to do your own work and any form of academic dishonesty—plagiarism and cheating—is as unacceptable in this course as it is across the University and throughout higher education.  Plagiarism is defined in the Bulletin as “the unacknowledged use of another person's labor, another person's ideas, another person's words, and another person's assistance.”

**<Include your academic integrity statement here, such as the statement above.>**

### Disability Disclosure Statement

Example: Any student who has a need for accommodation based on the impact of a documented disability, including special accommodations for access to technology resources and electronic instructional materials required for the course, should contact me privately to discuss the specific situation by the end of the second week of classes or as soon as practical. If you have not done so already, please contact Disability Resources and Services (DRS) at 215-204-1280 in 100 Ritter Annex to learn more about the resources available to you. I/we will work with DRS to coordinate reasonable accommodations for all students with documented disabilities.

**<Include a disability disclosure statement, such as the statement above.>**

### Student and Faculty Academic Rights and Responsibilities

Note: Please refer to Temple University’s Recommended Statement. The University’s policy on Student and Faculty and Academic Rights and Responsibilities (Policy #03.70.02) can be accessed through at: http://policies.temple.edu/getdoc.asp ?policy no=03. 70. 02.

### Technology Usage Policy

Example: Read Temple University’s Technology Usage policy which includes information on unauthorized access, disclosure of passwords, and sharing of accounts. The [Temple University Technology Usage Policy](http://policies.temple.edu/PDF/84.pdf) can be accessed at http://policies.temple.edu/PDF/84.pdf

**<For courses using technology or electronic resources, provide a link to Temple University’s Technology Usage policy which includes information on unauthorized access, disclosure of passwords and sharing of accounts.>**

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