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|  | | **Course Syllabus, Spring 2015** | |
| **CCCC 000.X** | | **Course Title** | **X credits** |
| **Prof. John Doe** | | | |
| **Office:** | <location> | | |
| **Phone:** | <your campus phone #> | | |
| **Email:** | <college email and any alternate emails you want students to have, if any> | | |
| **Office Hours:** | <your scheduled office hours for the semester> | | |
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| **Course Description:** | | | |
| <Insert catalog language verbatim.> Prerequisite: <insert language, if any>. | | | |
| **Course Objectives:** | | | |
| <Insert the objectives of the course: what will the course do for the student? How will this take place?> | | | |
| **Learning Outcomes**: | | | |
| At the conclusion of this course, students should be able to:   * <List the measurable student learning outcomes here.> * <List the measurable student learning outcomes here.> | | | |
| **Required Texts and Resources:** | | | |
| <The list of required materials should be inserted here.> | | | |
| **Course Requirements:** | | | |
| This course requires you to <insert language here describing what students will be expected to do in this course.>  <The number, nature, and length of required assignments should be inserted here, including minimum number of assignments.> | | | |
| **Attendance Policy:** | | | |
| Regular and punctual class attendance is expected of all students. Each student is allowed absences without penalty for the number of hours equal to the contact hours for a course. For example, a student is allowed three (3) hours of absence from a three (3) credit hour class. It is the responsibility of the student to make up missed work for such absences; and being absent does not excuse a student from the responsibility to complete any work or assignment on time.  <Insert your attendance policy, including how lateness will be handled and how multiple absences will affect the final grade.> | | | |
| **Grading:** | | | |
| <Insert here the grading scale and percentages of each measurable item that will constitute a student’s final grade.> | | | |
| **Late Work:** | | | |
| <Insert here the course policy for accepting late work.> | | | |
| **Final Examination:** | | | |
| <Insert here a description of the final examination or final project for the course.> | | | |
| **Important Dates:** | | | |
| <Insert here a list of important dates for the course, including the last day to drop the class.> | | | |
| **Changes to the Syllabus:** | | | |
| <Insert a disclaimer here if you want to reserve the right to alter the syllabus during the course of the semester; any such alterations need to be documented with the office of the Dean of Faculty.> | | | |
| **Schedule :** | | | |
| <Insert here a detailed schedule of class activities, readings, assignments, and due dates.> | | | |
| **Richard Bland College of William & Mary Mission:** | | | |
| The mission of RBC is: *To prepare students for university transfer through academically rigorous programs grounded in the liberal arts tradition of William & Mary and to expand access to college credentials through strategic partnerships, specialized programming, and scalable innovation.* | | | |