**Course Syllabus <insert semester/year>**

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| **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> |
|  | |
| **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.* | |