



{{Course Number}}

{{Course Name}}

COURSE SYLLABUS

Instructor Information

Instructor: {{instructor}}

Office: Building and room

Phone: Instructor phone number

Email: {{email}}

Office Hours: Days and times

Course Information

Term: {{Course term}}

Class Meets: {{Day/Room/Time}}

Additional Meeting Location: Building and room (if applicable)

Welcome and Course Overview

If desired, address your students with a statement of welcome.

Course Catalog Description

{{CourseDesc}}

Course Learning Outcomes

Upon successful completion of this course, the student should be able to:

{{CourseObj}}

Course Credits

{{Credits}}

Required Texts and Materials

Full text citations of all required materials

Supplementary Texts and Materials

Full text citations of any supplementary materials

Grades

Assessment	Percent of Final Grade
e.g. Essay 1	= 20%
e.g. Midterm	= 15%
e.g. Group Project	= 15%
e.g. Essay 2	= 30%
e.g. Final Exam.	= 20%
Total	= 100%

Grading Scale

Letter Grade	Percent
A	= 94-100
A-	= 90-93
B+	= 87-89
B	= 84-86
B-	= 80-83
C+	= 77-79
C	= 74-76
C-	= 70-73
D+	= 67-69
D	= 64-66
D-	= 60-63
F	= 0-59

Grade Dissemination

Example:

Graded assignments in this course will be returned individually roughly one week after submission. You can access your score at any time using Eagle Online.

Course Policies: Grades

Attendance Policy

Example:

Your final grade will be assessed based on your continued attendance in the class. Any student who misses more than 150 minutes of instructional time will be deducted half a letter grade at the end of the semester. A half of letter grade deduction will continue for

every additional 150 minutes of instructional time that is missed. Students who miss class will be unable to make up any in-class assignments.

Late Work Policy

Example:

There are no make-ups for in-class writing, quizzes, the midterm, or the final exam. Essays turned in late will be assessed a penalty: a half-letter grade if it is one day late, or a full-letter grade for 2-7 days late. Essays will not be accepted if overdue by more than seven days.

Extra Credit Policy

Example:

There will be no extra credit offered in this course.

Grades of "Incomplete"

Example:

The current college policy concerning incomplete grades will be followed in this course. Incomplete grades are given only in situations where unexpected emergencies prevent a student from completing the course and the remaining work can be completed the next semester. Your instructor is the final authority on whether you qualify for an incomplete. Incomplete work must be finished by the end of the subsequent semester or the "I" will automatically be recorded as an "F" on your transcript.

Rewrite Policy

Example:

Rewrites are entirely optional; however, only the formal essay may be rewritten for a revised grade. Note that an alternate grading rubric will be used for the rewrite, featuring an additional column that evaluates the changes made.

Course Policies: Student Expectations

Academic Conduct Policy

[College Wide Academic Integrity Procedures](#)

Example:

Any student who is caught cheating on a homework assignment, quiz, test, or writing assignment will receive a zero for the assignment. Please note that all written assignments will be scanned for plagiarism using Turnitin.com.

Disability Access

FVCC is committed to providing reasonable accommodations for all persons with disabilities. Any student who may need an accommodation based on the impact of a

disability should contact the Student Support Center at 406-756-3880 or stop by LRC 129.

Civil Rights, Equity, and Title IX

FVCC seeks to provide an environment that is free of bias, discrimination, and harassment. For more information, please visit [Title IX & Sexual Misconduct Information](#).

Professionalism Policy

Example:

Behavior that disrupts the learning environment will not be tolerated. Please arrive on time for all class meetings. Harassment and offensive behavior or materials are not tolerated, either in person or online. More information about respectful online discussions can be found in the book [Netiquette](#) by Virginia Shea.

Respondus LockDown Browser

Respondus LockDown Browser is a secure browser for taking online quizzes/tests in Eagle Online. It prevents test-takers from printing, copying, going to another URL, or accessing other applications during a quiz/test. If the quiz/test requires lockdown browser, instructions are provided in the quiz/test instructions in Eagle Online.