[Course Name] Syllabus

# Course Number, Section, Date, Time, and Term

Instructor

[Instructor Name]

Phone

[Telephone]

Email

[Email Address]

Office Location

[Building, Room]

Office Hours

[Hours,  
Days]

For Example: COM 110 H1 Public Speaking   
Tuesdays from 4:00 – 6:30 p.m.  
Fall 2015

# Course Description

Use the catalog description here and expound if necessary under course goals.

# Course Materials

Include textbook title and ISBN (Per Higher Education Opportunity Act (HEOA) guidelines, all instructors must include the textbooks’ ISBN and retail price. If the ISBN is not known, then the known author, title, publisher, and copyright date information must be included on the syllabus.)

[Publication Name], [Author Name]

[Publication Name], [Author Name]

# Course Goals/Learning Outcomes

Upon completion of this course, students should be able to:

* Demonstrate…
* Identify…
* Analyze…

# Assignments

List assignments.

* Click here to add text.
* Click here to add text.

# Classroom/Attendance Policies

State your attendance policy highlighting consequences. (e.g. Two unexcused absences will result in a lower letter grade or minus a specific number of points.)

* Click here to add text.
* Click here to add text.

# Grading Policy

For final grades, Rollins uses a plus/minus system, with the exception of A. The grade of A is the highest recorded.

* Click here to add text.
* Click here to add text.

# Institutional Requirements:

# Credit Hour Statement

This course is a four credit-hour course. The value of four credit hours results from work expected of enrolled students both inside and outside of the classroom. Rollins’ faculty require that students average approximately 2 ½ hours of outside work for every hour of scheduled class time. In this course, the additional outside of class expectations are: [please fill in what this course requires, e.g., fieldwork, research, experiential education, small-group projects, etc.] .

# Accessibility Services

Rollins College is committed to equal access and inclusion for all students, faculty and staff. The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 create a foundation of legal obligations to provide an accessible educational environment that does not discriminate against persons with disabilities. It is the spirit of these laws which guides the college toward expanding access in all courses and programs, utilizing innovative instructional design, and identifying and removing barriers whenever possible.

If you are a person with a disability and anticipate needing any type of academic accommodations in order to fully participate in your classes, please contact the Office of Accessibility Services, located on the first floor of the Olin Library, as soon as possible. You are encouraged to schedule a Welcome Meeting by filling out the “First Time Users” form on the website: <http://www.rollins.edu/access> and/or reach out by phone or email: 407-975-6463 or Access@Rollins.edu.

All test-taking accommodations requested for this course must first be approved through the Office of Accessibility Services (OAS) and scheduled online through Accommodate at least 72 hours before the exam. Official accommodation letters must be received by and discussed with the faculty in advance. There will be no exceptions given unless previously approved by the OAS with documentation of the emergency situation. We highly recommend making all testing accommodations at the beginning of the semester. OAS staff are available to assist with this process.

# Academic Honor Code

Membership in the student body of Rollins College carries with it an obligation, and requires a commitment, to act with honor in all things. Because academic integrity is fundamental to the pursuit of knowledge and truth and is the heart of the academic life of Rollins College, it the responsibility of all member of the college community to practice it and to report apparent violations. The following pledge is a binding commitment by the students of Rollins College:

**The development of the virtues of Honor and Integrity are integral to a Rollins College education and to membership in the Rollins College community. Therefore, I, a student of Rollins College, pledge to show my commitment to these virtues by abstaining from any lying, cheating, or plagiarism in my academic endeavors and by behaving responsibly, respectfully and honorable in my social life and in my relationships with others.**

This pledge is reinforced every time a student submits work for academic credit as his/her own. Students shall add to all papers, quizzes, tests, lab reports, etc., the following handwritten abbreviated pledge followed by their signature: **“On my honor, I have not given, nor received, nor witnessed any unauthorized assistance on this work.”** Material submitted electronically should contain the pledge; submission implies signing the pledge.

# Citation Expectations

As per the Academic Honor Code, plagiarism is defined as “Offering the words, facts, or ideas of another person as your own in any academic exercise.” In order to avoid plagiarism, all students are expected to use proper citation norms. For our course, all assignments will use [faculty choice - MLA, Chicago, APA, etc. A link to online style guides would also be useful] citation style.

# Recording Device Use

In order to protect the integrity of the classroom experience, the use of recording devices is limited to either the expressed permission of the faculty member or with proper documentation from the Office of Accessibility Services.  Information about accommodations through Accessibility Services can be found at <http://www.rollins.edu/accessibility-services/>. Recording without the proper authorization is considered a violation of the Rollins Code of Community Standards.

# Title IX Statement

Rollins College is committed to creating and maintaining a community in which students, faculty and staff can work together in an atmosphere free of sex and gender based discrimination. Rollins is strongly opposed to all forms of sex and gender based discrimination (including sexual assault, intimate partner violence, stalking, and sexual harassment) and is committed to providing support, resources, and remedies to individuals that have experienced sex and gender based discrimination. Faculty members are responsible employees under Title IX and must share information about sex and gender based discrimination with the Title IX Coordinator. Information about available confidential resources, support services, and reporting options can be found online at [www.rollins.edu/titleix](http://www.rollins.edu/titleix).

# Course Calendar

Itemize the activities for the class periods. Please note that the Holt School exams are given on the last night of class for the term. There is no separate exam schedule.

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| Date | Topic | Notes |
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