



[Department]
[Semester & Year]

COURSE NUMBER: COURSE NAME (credit hours) [Use the exact title that is listed in the College Catalog.]

COURSE DESCRIPTION: [Check the College Catalog to be sure the syllabus description is similar to the catalog description.]

INSTRUCTOR:

Contact Information:

Office [Location]:

Office Phone:

E-mail address:

Office Hours: [Include specific times available in the office or through electronic communication]:

REQUIRED TEXT [MUST INCLUDE ISBN]:

STUDENT LEARNING OUTCOMES (SLOs) & PROGRAM LEARNING OUTCOMES (PLOs): Newberry College is committed to monitoring student learning for continual program improvement. This class has course-level student learning outcomes (SLOs listed below) which are aligned to overall program learning outcomes (PLO alignment indicated in parentheses below). After completion of this course, you will be able to...

[List and number all intended student learning outcomes in this section (at least three--five). If a course outcome aligns with a designated program learning outcome (PLO), please indicate this in parentheses.]

INSTRUCTIONAL METHODS [List all instructional methods which will be used during the semester (lecture, discussion, questioning, technology, group work, etc.)]

ATTENDANCE POLICY: [State instructor's policy and/or department policy].

POLICY ON ACADEMIC DISHONESTY: Academic integrity at Newberry College assumes that all work, written or oral, submitted by a student is that student's own work. I adhere to the College's policy, which deals severely with cheating—including plagiarism. [Plagiarism is the theft of another person's words or ideas. It is a dishonest, unethical attempt to claim someone's work as your own—and will not be tolerated in this class.] Students who fail to comply will receive one of these penalties: (1) A paper may receive a grade of "0"; a Report of Academic Dishonesty will be filed as part of the student's record in the Registrar's Office and with the Associate Dean of Academic Affairs, (2) A student may receive a grade of "F" for the course; a Report of Academic Dishonesty will be filed with the Associate Dean of Academic Affairs and the Registrar, as part of that student's permanent record, (3) A student whose offense is particularly heinous may be remanded to the Associate Dean of Academic Affairs, who may convene the Academic Integrity Committee, possibly resulting in a judicial sanction and/or expulsion. Students with additional questions should consult the office of the Associate Dean of Academic Affairs (321-5110).

COURSE EVALUATION PROCEDURES: [Include number of quizzes, tests, projects, etc., which will be included in the final grading. Give the weighting of each item to be used in this final grade.]

COURSE GRADING SCALE:

POLICY ON SPECIAL NEEDS—STUDENTS WITH SPECIAL NEEDS: If you are a student with a documented learning or physical disability who requires special accommodations, it is your responsibility to contact the office of Disabilities Support Services (located in Wright Hall, # 803-321-5187) to make such arrangements. Following a confidential interview, the Director of Disabilities Support Services *[insert Director's name here]* will contact your instructors to inform them of your special needs. Note: Your instructors are not permitted to discuss your disabilities with you until you have registered with the Director of Disabilities Support Services. For further information, please visit <http://www.newberry-college.net/dss>.

CACP CREDIT: [If Level II and/or Level III CACP credit may be earned in the course, the syllabus should outline the procedures, guidelines, and requirements for receiving the credit].

EMERGENCY SITUATIONS: In case of a pandemic or any emergency situation on campus, please visit the following Newberry College web page frequently for updated information and instructions: <http://www.newberry.edu/emergency-information/>. In addition, students are expected to adhere to the College's Pandemic Preparation Plan, including taking appropriate personal preventive measures to avoid contracting influenza and other communicable diseases, minimizing personal contact with others when feeling ill, and following instructions of Newberry College administration/Wellness Services personnel if quarantined or if an official pandemic is declared. Individual students who are sick should notify course faculty of their illness as soon as possible to develop a plan for completion of course requirements within the timeframe of the course. If students are quarantined and therefore unable to attend class or if face-to-face classes are cancelled because of a pandemic emergency, students in this class will follow the procedure explained above. *[Insert instructor's specific plans for continuation of instruction.]*

COURSE CALENDAR [tentative]:

[Instructors should feel free to add individual or other procedures, requirements, or statements as appropriate. This template is a means to create consistency across the College, but not dampen creativity or individuality.]