Course Description: A short narrative description of the course.

Detailed Course Goals: A brief narrative regarding course content and objectives, including the desired outcomes of the course.

Evaluation Standards: A clear, detailed explanation of grading or other evaluation procedures and standards.

Course Policies: Clear explanations of attendance policies, late work, etc. Detailed information on grading standards, such as the grade breakdown for the course, the numerical equivalent of letter grades, etc.

Textbooks: A list of required (and, if applicable, suggested) textbooks that will be used in the course.

General Education: If your course is a Gen Ed one, an explanation of how it meets the General Education requirements.

Plagiarism: A statement on plagiarism and its possible consequences. You may want to use a statement of your own, but you are welcome to use the following:

Plagiarism is a serious offense. It can result in an F on the plagiarized assignment and an F in the course. I am committed to helping you understand what constitutes plagiarism and how to avoid it. The second edition of the textbook, Writing from Readings, by Stephen W. Wilhoit, lists the following forms of plagiarism:

- Purchasing a paper.
- Turning in a paper someone else has written for you.
- Turning in another student's work with or without that student's knowledge.
- Improper collaboration.
- Copying a paper from a source text without proper acknowledgment.
- Copying material from a reading, supplying proper documentation, but leaving out quotation marks.
- Paraphrasing material from a reading, without proper documentation.

Office Hours: A dependable schedule of times you will be in your office and available to your students. Full-time faculty and academic staff are required to hold a minimum of ten hours of office hours a week.

Contact Information: Location of office, office phone number and e-mail address.

A reminder from Services for Students with Disabilities: Any student who may need an accommodation due to a disability should make an appointment to see his or her instructor during office hours. A VISA from Services for Students with Disabilities authorizing your accommodation(s) will be needed.