

| Course Syllabus for: [please type in name of class] |
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# General Course Information

| Department |  |
| --- | --- |
| Course Title |  |
| Course Number |  |
| Units |  |
| Semester Offered |  |
| Course Meeting Days |  |
| Course Meeting Time |  |
| Course Meeting Place |  |
| TBA |  |

## Instructor Information

| Instructor’s Name |  |
| --- | --- |
| Office Phone |  |
| E-mail Address |  |
| Office Location |  |
| Office Hours |  |
| Include frequency of contact (when can students expect to hear from you? When can students expect a response) |  |

# Important Dates

| Academic Calendar | <http://marin.edu/events/academic-calendar> |
| --- | --- |
| Last Day to add/drop class |  |
| Last day to select grading option (letter or P/NP) |  |
| Midterm Exam |  |
| Final Exam |  |
| Holidays |  |

# Course Description

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# Student Learning Outcomes

| Course Level Outcomes |  |
| --- | --- |

# Texts and Resources

| Required |  |
| --- | --- |
| Recommended |  |
| On reserve in the Library |  |

# Online Course Components

| Online Components |  |
| --- | --- |
| Canvas course |  |
| Publisher site |  |
| Online Technical & Student Support Services | <http://ol.marin.edu/student-support-services> |
| COM IT Service Desk | <https://servicedesk.marin.edu/helpdesk/> |
| Technology and Software applications required |  |
| Adobe Reader | <https://get.adobe.com/reader/> |
| Acceptable Browsers | Latest versions of Firefox, Chrome, Safari, and Edge |

# Assessment

Specific descriptions of all assignments and activities that determine the course grade.

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# Grading

Define letter grades, quantitatively and/or qualitatively.

List all the assessment components and their weight for the course grade.

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# Expectations for Students

| Student Conduct in Class |  |
| --- | --- |
| Participation |  |
| Attendance, lateness, late assignments, missed quizzes and exams, make-up work, extra credit, etc. |  |
| Accommodation for documented special needs students | Please consult Student Accessibility Services (SAS) (415-485-9406)  <http://ss.marin.edu/sas> |

## Academic Honesty and Student Conduct

For a complete description go to:

<http://policies.marin.edu/sites/policies/files/BP5500-StandardsofConduct.pdf>

## Grievance Policy and Procedure

For a complete description go to:

<http://policies.marin.edu/sites/policies/files/AP5530-StudentGrievances.pdf>

## Student Support Services

For a complete list and description of services go to:

<http://ss.marin.edu>