

COLLEGE OF
MARIN

Course Syllabus for: [please type in name of class]

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
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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	
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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	
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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>