# SYLLABUS

**[Insert Title of Course]**

**[Insert Class Days and Times]**

## **INSTRUCTIONAL GOALS**

[Insert brief overview of what will be covered in the class.]

At the end of this course, you will [Insert bulleted instructional goals below.]

* know...
* be able to...
* understand...

#### **NEEDS AND RESOURCES**

### **Required Background**

### To successfully complete this course, you must [Insert bulleted prerequisite skills, instruction, and/or information]

* know
* be able to...
* understand

### **Required Materials**

### To successfully complete this course, you will need [Insert bulleted list of required materials, including textbook name and author, technology availability, and so on as well as easily accessible source of those materials.]

##### Additional Print Resources

[Insert bulleted list of helpful books, articles, and so on.]

##### Online Resources

[Insert bulleted list of helpful Web sites.]

### **COURSE SCHEDULE**

[Insert planned course outline -- with dates, if possible. Include topics to be covered (and their order), scheduled quizzes and exams, long-term assignment due dates, and such special events as field trips and guest lecturers.]

#### **POLICIES AND PROCEDURES**

**General Rules:**

[Insert explanation of classroom rules and procedures, including such topics as attitude, behavior, attendance, tardiness, incomplete work, and so on. Describe rules <I>and</I> consequences.]

**Grading Policies:**

[Insert explanation of class grading policy. Describe how work will be graded and how final grades will be determined. Include a discussion of the relative importance of daily work, homework, long-term assignments, exams, quizzes, and class discussions. Also describe extra credit policies and procedures, attendance and tardiness sanctions, and so on.]

**Grading Scale:**

[If applicable, insert grading scale, linking number and letter grades.]

#### **ADDITIONAL INFORMATION**

[Insert additional information, specific to your school, class, students, or topic.]

#### **CONTACT INFORMATION**

* [Insert name and title/grade level]
* [Insert phone number and hours of availability]
* [Insert email address]
* [Insert class URL]

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_**

**Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_**