

Course Name, Number, and Section Syllabus

General Information

Instructor Information and Availability

Instructor name

Phone number

E-mail address

Office hours (note if also available by appointment)

Office number

Course Information

Course name:

Section number:

CRN:

Scheduled time/days:

Number of credits:

Classroom(s):

Prerequisites:

Insert text here

Course Materials

Required:

- Textbook(s), including title, author(s), edition (and if other editions are acceptable), and ISBN
- Course packs
- Access to Moodle

Optional:

- Optional texts
- Helpful materials

Course-Specific Requirements

Background check, off-campus trips, etc.

Course Description

This information must be consistent with what is printed in the catalog and the course outline.

Student Learning Outcomes

Use Course Learning Outcomes (CLO) and Institutional Learning Outcomes (ILO) Competencies from the Curriculum Document.

Class Policies

Behavior and Expectations

This section needs to include both faculty and student expectations. Whenever possible, phrase expectations as a “do” rather than a “don’t.”

Ex: You are held accountable to the [Student Code of Conduct](#), which outlines expectations pertaining to academic honesty (including cheating and plagiarism), classroom conduct, and general conduct.

Guidelines for communication

Insert text here

Use of cell phones

Insert text here

Attendance/Tardiness Policy

Insert text here

Testing

Timed or open, take-home, in-class, group, in Testing Services, etc.

Aids allowed or materials required

Make-up procedure for missed tests

Date, time, and location of final exam

Grading

Assessment breakdown, including Assignments, Point Values, Percentage of Total

Grade - Example: 25% Quizzes, 75% Papers

How final grade is calculated (e.g., 75% = C)

Note any special treatment of grades (e.g., lowest quiz score dropped).

Final Grade Calculation:

- A = 90-100% Excellent Work
- B = 80-89% Good Work
- C = 70-79% Average Work
- D = 60-69% Poor Work
- F = 0-59% Failing Work

Letter Grade	Percentage	Performance
A	90-100%	Excellent Work
B	80-89%	Good Work
C	70-79%	Average Work
D	60-69%	Poor Work
F	0-59%	Failing Work

Late Assignment Policy

Insert text here

Disability and Access Statement

If you have a disability, condition, or other barrier to learning and believe you may need accommodations, you are encouraged to work with Accessibility Resources to create an accommodation plan. To get started with this interactive process, see [Steps to Apply](#) or contact [Accessibility Resources](#) at accessibility@linnbenton.edu or 541-917-4789.

If you have an approved accommodation plan with Accessibility Resources, you must [request your accommodations](#) each term. Meet with your instructor early, preferably in the first week, to ensure your plan is implemented in each class.

College Syllabus

Please refer to the College Syllabus located in the course Canvas menu for important College Policies.

Tips for Success in This Class

Optional section text here

Changes to the Syllabus

I reserve the right to change the contents of this syllabus due to unforeseen circumstances. You will be given notice of relevant changes in class, through a Moodle Announcement, or through LBCC e-mail.

Class Calendar or Schedule

Print the calendar or class schedule on its own page, preferably the last, so that students can easily find this resource.

- Week 1: Topic
- Week 2: Topic
- Week 3: Topic
- Week 4: Topic
- Week 5: Topic
- Week 6: Topic
- Week 7: Topic
- Week 8: Topic
- Week 9: Topic
- Week 10: Topic
- Final: Date, Time and Location

Week	Readings	Activities	Due dates
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Final			