



Course Number with Section(s) & Course Name

Semester Name & Year

Course Location: *Building Name and Room Number*

Credit Hours:
hybrid/online)

Meeting Times:

Office Hours:

Office Location:

Course Instructor:

Instructional Modality: *(if*

Email:

Phone:

Social Media: *(if applicable)*

Office Hours

Please place information about office hours and planned mode (in-person, Zoom, Google Meet) in the syllabus.

Course Description & Preparation

Include [course description from current course catalog](#), credit hours if not described above, any prerequisites or corequisites if applicable, any required materials, your method or modes of instruction, and student learning outcomes for the course.

- **Course Description**
This should come directly from the [Course Catalog](#)
- **Required Resources & Materials**
- **Method/Mode of Instruction**
- **Student Learning Outcomes**
 - Major Course Objectives
 - Program Learning Outcomes
 - General Education Learning Outcomes (Anchor Plan)

Evaluation

Grades will be determined as follows:

- **Major Course Assignments**
Include weight or value toward final grade

- **Grading Scale**
Include grading policy and description of how final grades will be determined.
- **Course Attendance & Participation Policy**
- **Final Exam Date**

Special Note: Do not arrange holiday travel without confirming the dates of your final exams/projects, as dictated by the Office of the Provost.

Schedule

List topics by weeks or dates

List readings and assignments by weeks or dates

Policies

Accommodations

(sample simple statement) If you have questions about access or are a student needing accommodations for a disability, please contact me. I will ask that you connect with [Disability and Accessibility Resources](#) if you haven't already.

Academic Honesty & Integrity

(sample statement)

As it seeks to fulfill its mission, the Hope College community assumes each of its members will operate with integrity and honesty, with a sense of personal responsibility, and with mutual trust and concern toward others in all facets of the life of the college. In order to apply this principle to academic life in a fair and consistent manner, the following policies have been adopted to clarify the expectations regarding conduct, and to establish a set of procedures for dealing with situations which violate these expectations.

-Preamble, Code for Academic Integrity at Hope College

More information about Academic Integrity can be found at:

<https://hope.edu/offices/student-development/policies-resources/student-handbook.html#academic-integrity>

Student Complaint

Hope College is committed to the appropriate resolution of complaints as efficiently and effectively as possible. We believe that providing a mechanism for complaints to be heard gives us the opportunity to improve our services. Students are encouraged to speak directly to other members of the Hope community in an effort to resolve conflict and/or seek an informal resolution of the dispute directly with the other community member(s) whenever possible. Please use this [form](#) in circumstances where such resolution is not possible.

Explanation of expectations for hours spent on out-of-class assignments

Instructors should ensure that instructional time (in and outside of scheduled class hours) is reflected on the syllabus. It is useful to consider our [current credit hour policy](#). For example, 4 credit classes that only meet for 3 hours per week should indicate how the additional instructional hours are being met each week. Additionally, the [Boerigter Center for Calling and Career](#) will partner with faculty to offer asynchronous or in-class sessions. These 30-60 minute sessions are facilitated, cover content related to calling and career readiness, and often offer optional assignments for your in-class use should you choose. Visit the [Boerigter faculty webpage](#) or [email Shannon Schans](#) for more information.

Safety & Emergency Preparedness

Students should dial 911 (the United States' primary emergency response system) from any phone if they or someone else experiences a medical or mental health emergency. Students can also contact Hope College's Campus Safety Office (616-395-7770) in any kind of emergency situation, and Campus Safety will contact the necessary emergency response service. Instructions for specific emergency situations can be found on this [link](#). Students can sign up for emergency text message alerts at plus.hope.edu.

Inclement weather

Campus Safety sends emergency notification texts, including notice of weather-related closures, via the HOPE ALERT system. A decision to close campus offices and cancel classes is typically announced prior to 6:30 AM. More information regarding inclement weather notifications can be found on this [link](#).

Academic Assistance Statement

The Academic Success Center (ASC) offers a variety of free services (e.g., tutoring, testing strategies, time management resources) for all students. The [ASC](#) is located in Van Zoeren Hall--immediately adjacent to the Van Wylen Library second-floor entrance. To contact the ASC send an email to asc@hope.edu or call 616-395-7830.

Disclaimer: (sample statement)

This syllabus is subject to change. If changes occur, students will be notified (*include information on how notification will occur*).

The above components (bolded headings) have been deemed as essential by the Academic Affairs Board and thus, must be on all syllabi. Instructors should feel free to add text to the components to provide course-specific information/resources.

Optional Elements:

Diversity & Inclusion (optional)

Websites with examples of DEI and Anti-Racist Statements

[Brown University has some rich examples of DEI syllabus statements.](#)

<https://cae.appstate.edu/inclusive-excellence/sample-syllabi-statements>

Counseling and Psychological Services (CAPS) (*optional*)

Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressures, relationship challenges, alcohol or other drugs, financial concerns, identity development, body image, etc.

If you are experiencing similar concerns, we encourage you to seek support. Hope College Counseling and Psychological Services (CAPS) is a free and confidential resource. Call 616-395-7945, or visit the top floor of the Bultman Student Center to find the right support for you.

If the source of your stressors is academic, please contact us or academic advising to find solutions together.