

Worcester State University
Course Number and Section (e.g., EN 110-05)
Course Title (e.g., Foundations of Writing)
Semester, Year

Your Course Instructor

Name:

Email:

Phone:

Office location:

Office hours:

General Information

Course Description

This includes:

1. *Official course description, matching the [WSU Course Catalog](#)*
2. *All prerequisites and credit hours associated with successful completion of the course.*

Course Goals and Learning Objectives

- **Course goals:** *Broad, general statements indicating what students will be able to do by the end of the semester. Goals reflect the overall purpose and direction of the course. One goal may encompass multiple learning objectives.*
- **Learning objectives:** *Specific skills, knowledge or attitudes students will gain as a result of instruction. These should align with course assessments and activities and clearly indicate what students are expected to achieve.*

Courses that satisfy general education / LASC requirements should include the following:

- *a statement that identifies the general education category (or categories) that this course meets;*

- *the description of the general education category (or categories) that the course meets (or link to such description).*

Course Materials

This section includes:

- *A list of materials (e.g. texts and other reading assignments) and tools students will need for the course, indicating which are required and which are optional.*
- *If applicable, instructors should indicate when free, open-sourced, or low-cost options are used.*

Course Technology

This section includes a list all technologies and digital tools that will be required in the class, the baseline systems/hardware requirements to use these tools, and where to get help. Examples might include Zoom, Blackboard, Microsoft Word, etc.

Course Requirements for Assessments

This section includes course requirements for assessment such as papers, projects, and examinations (with due dates if possible).

Course Grading System

This section includes a course grading system:

- *Specification of the system of numeric and/or letter grades for the course (e.g., numeric grades of 95-100 = A, 90-94 = A-, etc.).*
- *Grading components: specification of the weight of each component on the overall course grade.*

Example #1:

This is an accessible table. Feel free to edit for use in your course.

Category	Percentage
#1 Exam	10%
#2 Exam	10%
Assignments (4)	20%
Essays (3)	15%
Reading and Chapter Quizzes	25%
Class Discussions	20%

Category	Percentage
Total:	100%

Example #2:

This is an accessible table. Feel free to edit for use in your course.

Category	Points
Lecture Participation	20 pts
Online Practice	100 pts
In-Class Assignments	120 pts
Exams	360 pts
Reflections & Portfolio	50 pts
Lab	350 pts
Course Total	1000 pts

Semester Schedule

This section includes a course schedule that will help students track readings, topics, and due dates across the semester.

Semester Overview

It is recommended that you enter weekly dates into the first column with the week numbers, making sure to make note of holidays or breaks during the term, and fill in the dates for the end of add/drop, withdrawal deadline, and last day of classes.

Date	Topics	Read/Watch/Listen	Assignments due
Week 1:			
Week 2: Add/Drop ends [enter date]			
Week 3:			

Date	Topics	Read/Watch/Listen	Assignments due
Week 4:			
Week 5:			
Week 6:			
Week 7:			
Week 8:			
Week 9:			
Week 10:			
Week 11: Last day to withdraw from spring classes [enter date]			
Week 12:			
Week 13:			
Week 14:			
Week 15: Last day of classes [enter date]			

Final Exam Statement

This section includes:

- A statement on whether or not a final examination will be given.
- If a final exam is given, it indicates whether it is required or optional, and whether it will

be held in person, synchronously or asynchronously online, along with any specific proctoring requirements.

Example (course with a final exam): This course includes a required, proctored final exam, taking place on [day], [date], from [time] in [location], as scheduled by the university's official final exam calendar. Please note that this time and location differ from our regular class meetings. You are required attend and submit the final exam in order to complete this course.

Example (course without final exam): This course does not include a final exam. Instead, students will complete a final paper or project that serves as the culminating assignment for the semester. This final paper or project is due on Friday, December 5, by 11:59pm via Blackboard. Late submissions may be subject to the course's late work policy (see below).

Course Policies

Attendance Policy

This section includes:

- *The instructor's attendance policy for the course*
- *A statement indicating that each student is responsible for completing all course requirements and for keeping up with all that goes on in the course (whether or not the student is present).*

Policy on Late Work, Makeup Exams, etc.

This section includes:

- *The instructor's policy on work handed in late, makeup examinations, and the like.*
- *Any special rules, regulations, or procedures of the course.*

Additional Information

Use this section to add any additional information you wish to provide.