

SYLLABUS [TITLE LEVEL]

TITLE OF THE COURSE [SUBTITLE LEVEL]

FALL/SPRING/SUMMER YEAR, NUMBER OF CREDITS [SUBTITLE LEVEL]

INSTRUCTOR INFORMATION [HEADING 1]

Name: [Normal text]

Office location:

Office hours:

Phone number:

Email:

COURSE DESCRIPTION [HEADING 1]

[Normal text]

COURSE GOALS AND EXPECTATIONS [HEADING 1]

[Normal text]

TEXTBOOKS AND MATERIALS [HEADING 1]

Textbooks: title, author(s), publisher, year, ISBN, price, where to purchase (URL links)

Indicate whether the book is readily available in an audiobook or alternate format for accessibility.

ASSIGNMENTS AND GRADING [HEADING 1]

Written Assignments: x points, x %

Exams: x points, x %

Discussion: x points, x %

Presentation: x points, x %

Participation: x points, x %

Extra Credit: x points, x %

WRITTEN ASSIGNMENTS [HEADING 2]

[Normal text]

EXAMS [HEADING 2]

[Normal text]

DISCUSSION [HEADING 2]

[Normal text]

EXTRA CREDIT [HEADING 2]

[Normal text]

PRESENTATION [HEADING 2]

[Normal text]

PARTICIPATION [HEADING 2]

[Normal text]

COURSE CALENDAR [HEADING 1]

If you use colors to emphasize certain due dates or assignments, make sure that color is not the only way to read the important information. Make sure to provide both web based calendar and a Word/PDF version for students to download.

MODULE/WEEK [HEADING 2]	READINGS [HEADING 2]	ASSIGNMENTS [HEADING 2]	DUE DATE [HEADING 2]
Module/Week 1 Dates: [Normal text]	[Normal text]	[Normal text]	[Normal text]
Module/Week 2 Dates:			
Module/Week 3 Dates:			
Module/Week 4 Dates:			
Module/Week 5 Dates:			
Module/Week 6			

Course Number, Term, Instructor Name

Dates:			
Module/Week 7 Dates:			
Module/Week 8 Dates:			

TECHNOLOGY [HEADING 1]

[Normal text]

CLASSROOM POLICIES AND RESOURCES [HEADING 1]

[Normal text]

[UH Manoa Campus Policies](#)

[Student Success Center](#)

[Counseling and Student Development Center](#)

[Writing Center](#)

UNIVERSITY POLICIES AND PROCEDURES [HEADING 1]

Policies and procedures for the University of Hawai'i System are developed and implemented by the [Equal Employment Opportunity and Affirmative Action Office \(EEO/AA\)](#). Such policies include:

[Anti-discrimination](#)

[Complaint procedures](#)

[Sexual harassment](#)

[Sexual assault](#)

[Disability access](#)

[Recruitment and hiring](#)

ACCOMMODATION STATEMENT [HEADING 1]

Any student who feels s/he may need an accommodation based on the impact of a disability is invited to contact me privately. I would be happy to work with you, and the KOKUA Program (Office for Students with Disabilities) to ensure reasonable accommodations in my course. KOKUA can be reached at (808) 956-7511 or (808) 956-7612 (voice/text) in room 013 of the Queen Lili'uokalani Center for Student Services.