



Course Number: Course Name

Instructor:

Office:

Office Phone:

e-mail:

Office Hours:

COURSE DESCRIPTION

PREREQUISITES

COURSE OBJECTIVES

- X
- X
- X

(List here the 4-5 most significant learning goals of the course and how they relate to the learning goals of the Program)

COURSE PEDAGOGY

- X
- X

(for example, cases/lecture/teamwork/fieldwork)

COURSE MATERIALS

- X
- X
- X

COURSE ATTENDANCE POLICY

(specify expectations and penalties for absences & tardiness)

ACCOMMODATIONS FOR STUDENTS WITH SPECIAL NEEDS (required for UG Courses)

The following text may be useful:

In keeping with University policy, any student with a disability who needs or thinks they need academic accommodations must call the Office of Disability Services at 353-3658 or stop by 19 Deerfield Street to arrange a confidential appointment with a Disability Services staff member. Accommodation letters must be delivered to me in a timely fashion (within two weeks of the date on the letter and not later than two weeks before any major examination). Please note that accommodations will not be delivered absent an official letter of accommodation.

- **PERFORMANCE EVALUATION**

The following evidence will be used to determine your grade:

- A Y%
- B Y%
- C Y%
- D Y%

Detail on Performance Evaluation.

- Specifics on A
- Specifics on B
- Specifics on C
- Specifics on D
(details on deliverables, information about exams, teamwork)

(include attendance policy and expectations on academic conduct (team sharing, take home exams etc.)

Note: For undergraduate courses:

- *UG courses should include at least one exam, worth a substantial fraction (>30%) of the grade; per University policy, all courses should include a final exam; courses wishing an exemption from this policy should request this from the UGPDC.*
- *UG courses with enrollments < 50 per section should avoid multiple choice exams; courses planning to use exams in which multiple choice constitute 15% or more of total points should include a pedagogical justification.*
- *Courses in which class participation constitute >15% of the course grade should note how class contribution scores will be measured and should inform students of their mid-semester score.*

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[Semester] FALL 201X Class Schedule with Assignment Questions

Session	Day	Date	Readings/ <i>Cases</i>	Assignments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
...				

