

**Syllabus Template with Required Items**  
**SEMESTER/YEAR**  
**COURSE NAME, NUMBER**  
**DAYS, TIMES, AND ROOM LOCATION**

**Instructor name:**

**Office location** - Building and Room Number:

**Office telephone number:**

**Office hours and Location:**

**Email address:**

**Credits/Hours:**

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**COURSE DESCRIPTION:**

Should match the course description that appears in the Catalog.

**REQUIRED TEXTBOOK(s):**

Full Reference Citation in either APA or MLA format, including edition number.

**THE COLLEGE BOOKSTORE:**

Location: 103 Ward Street Boston MA 02115

Telephone: 617-445-8814

**RECOMMENDED LEARNING MATERIALS:**

Other helpful resources should be listed here. It is important for students to know the difference between the required and recommended learning materials. Recommended learning materials may be placed on reserve in the library (Full Reference Citation in either APA or MLA format).

**COURSE LEARNING OUTCOMES:**

At the completion of this course, the student should be able to (must be stated in single, measurable terms):

## **INSTRUCTIONAL METHODOLOGIES:**

Indicate the types of instructional methodologies you will use to assist students throughout the course to achieve the learning outcomes.

## **ATTENDANCE POLICY:**

State attendance policy clearly. Procedures for notification for absences and explanations of excused and unexcused absences should appear here.

## **GRADING POLICY:**

Your policy must state:

- **specific** assignments a student must complete to meet the learning outcomes.
- number of assignments in each category that are required.
- relative weight of each assignment.
- if the assignment is a project, presentation, paper, etc. criteria must be established so that students will understand exactly how they will be graded (may be handed out to students under separate cover).

## **Wentworth Grading System:**

<b>Grade</b>	<b>Definition</b>	<b>Weight</b>	<b>Numerical</b>
A	Student learning and accomplishment	4.00	96-100
A-	far exceeds published objectives for the course/test/assignment and student work is distinguished consistently by its high level of competency and/or innovation.	3.67	92-95
B+	Student learning and accomplishment	3.33	88-91
B	goes beyond what is expected in the published objectives for the course/test/assignment and student work is frequently characterized by its special depth of understanding, development, and/or innovative experimentation.	3.00	84-87
B-	Student learning and accomplishment	2.67	80-83
C+	meets all published objectives for the	2.33	76-79
C	course/test/assignment and student work demonstrates the expected level of understanding, and application of concepts introduced.	2.00	72-75

C-	Student learning and accomplishment	1.67	68-71
D+	based on the published objectives for	1.33	64-67
D	the course/test/assignment were met with minimum passing achievement.	1.00	60-63
F	Student learning and accomplishment based on the published objectives for the course/test/assignment were not sufficiently addressed nor met	0.00	Less than 60

### **DROP/ADD:**

Students may drop and add courses at any time between the start of registration for a given semester and a specific date published in the official Academic Calendar. Dropping and/or adding courses is done online. Courses dropped in this period are removed from the student's record. Courses to be added that require written permission, e.g. closed courses, must be done using a *Drop/Add form* that is available in the Student Service Center. Non-attendance does not constitute dropping a course. If a student has registered for a course and subsequently withdraws or receives a failing grade in its prerequisite, then the student must drop that course. In some cases, the student will be dropped from that course by the Registrar. However, it is the student's responsibility to make sure that he or she meets the course prerequisites and to drop a course if the student has not successfully completed the prerequisite. The student must see his or her academic advisor or academic department head for schedule revision and to discuss the impact of the failed or withdrawn course on the student's degree status.

### **MAKE-UP POLICY:**

Policy should describe how a student who is legitimately absent makes up the materials missed (what is the student's responsibility in make-up).

### **ACADEMIC SUPPORT:**

The Learning Center (TLC) assists all Wentworth students in the areas of math, science, technical courses specific to majors, and writing. In this student-based learning environment, students receive individual help with their studies, meet and work in study groups, attend workshops on a wide variety of subjects and find resources to assist them in meeting their goals for academic success. It includes tutors in many

subjects, writing assistance and workshops focused on helping good students become great students. Make appointments at [www.wit.edu/tlc](http://www.wit.edu/tlc) or through Lconnect.

*All written work submitted for this course must meet the Standards for English I. Poorly written papers will be returned to you, without a grade, for revision. Students are encouraged to utilize The Learning Center for help polishing their papers*

#### **ACADEMIC HONESTY STATEMENT:**

*“Students at Wentworth are expected to be honest and forthright in their academic endeavors. Academic dishonesty includes cheating, inventing false information or citations, plagiarism, tampering with computers, destroying other people’s coursework, lab or studio property, or academic misconduct” (Academic Catalog). See your catalogue for a full explanation.*

#### **STUDENT ACCOUNTABILITY STATEMENT:**

Strong statement about cheating and plagiarism with consequences of such actions clearly described.

#### **DISABILITY SERVICES STATEMENT:**

Any student who thinks s/he may require a disability-related accommodation for this course should contact Disability Services privately to discuss their specific needs. Disability Services coordinates reasonable accommodations for students with documented disabilities. They are located in Watson Hall 003 (the Center for Wellness and Disability Services) and can be contacted at 617-989-4390 or [counseling@wit.edu](mailto:counseling@wit.edu). For more information on acceptable documentation and the Disability Services process, visit the Disability Services website at [www.wit.edu/disabilityservices](http://www.wit.edu/disabilityservices).

#### **College of the Fenway Students:**

If you are enrolled in this course through COF Cross Registration, notify your course instructor. Please provide her/him with your email address to be sure that you receive course information in a timely way. You should also discuss how to access online applications that might be used in the course.

**ASSIGNMENTS:**

**Due Date (week of)                      Assignment** \_\_\_\_\_

Date                                      List here

Date                                      List here

Date                                      List here