Course Name

# Course Information

**Course Number and Section:**

**Semester and Year:**

**Credits:**

**Course Dates:**

**Class Meeting Times:**

**Pre-requisites:**

# Instructor Information

**Instructor:**

**Email:**

**Phone:**

**Office Location:**

**Office Hours:**

**Best way to contact me:**

**Department or Program Information:**

# Course Structures

## Course Catalog Description

## Student Learning Outcomes

By the end of this course you will be able to

## Instructional Methods

This course uses discussion to foster learning. Your participation is key to your success. Discussing issues, raising and answering questions, and offering critical analysis are all ways you can show full engagement in this course.

## Instructional Technologies

You will find the syllabus and other course materials on the University’s learning management system, Canvas, which is accessible from the Tools menu in the [mylasalle portal](https://my.lasalle.edu/). All email communication should be conducted using your official La Salle email address.

# Course Materials

Required readings

*Include full citation information. Include ISBN for any books.*

## Required materials

## Recommended readings

## Recommended materials

# Course Schedule

This course begins on and ends on. The last day to withdraw from this course is.

## Weekly Schedule

The chart below provides an outline of the general schedule of course activities.

| Week/Date | Topic | Readings/Videos | Activities/Assignments |
| --- | --- | --- | --- |
| Week 1 |  |  | *Make sure to include due dates for activities and assignments as well as the dates and times for any scheduled, online or in-person meetings.* |
| Week 2 |  |  |  |
| Week 3 |  |  |  |
| Week 4 |  |  |  |
| Week 5 |  |  |  |
| Week 6 |  |  |  |
| Week 7 |  |  |  |
| Week 8 |  |  |  |

# Grading Methods and Evaluation

## Assessment Methods

*Provide clear and explicit explanations about how you’ll evaluate student performance. Activities and assessments should align with the course’s stated student learning outcomes. If using weighted grades, include percent of final grade for all required course activities/assignments/tests.*

*Also, provide the performance evaluation instruments used in this course (rubrics, checklists, etc.) and information about learning resources such as study groups, review sessions, tutoring, etc.*

## Grading Scale

*Provide the grading scale for this course. See the Undergraduate Catalog and the Graduate Catalog with numeric grades as specified by College/Schools/Faculty member.*

## Feedback on Assignments

*Provide the specific timeframe and frequency of when students can expect instructor feedback and grades on assignment submissions. If it is necessary to alter the instructor response time during the course, be sure to clearly communicate the adjustment to learners.*

# Responsibilities and Expectations (Course Policies)

## Attendance and Participation

Be on time for all classes, activities, and actively participate in classroom discussion. Review the assigned readings prior to class activities and take the initiative in seeking information, advice, and support if you have any problems or issues. Notify faculty if you are going to be late or miss a class as soon as possible and provide reasons and supporting documentation for absences.

## Late Work and Missing Assignments

Complete and submit all coursework on time. If you need additional time, ask for it in advance of the due date.

## Changes to the Syllabus

This syllabus is a guide and every attempt is made to provide an accurate overview of the course. However, circumstances and events may make it necessary for the faculty member to modify the syllabus during the semester and may depend, in part, on the progress, needs, and experiences of the students. The faculty member will give notice when changes to the syllabus are made.

## Student Responsibility Statement

There is a high level of academic standards and rigor in all courses offered at La Salle. Student success is dependent on the individual student’s intrinsic motivation, ability to be a self-regulated learner, and technology skills.

Take initiative to complete your coursework on your own and when working in groups especially when working outside the direct supervision of the professor. You will be expected to study and complete assignments independently. In addition, you may be expected to participate in discussions, group work, and regular class meetings. If you encounter any technical difficulties when trying to access coursework online, you should notify the instructor immediately as well as contact the La Salle University Helpdesk for technical support.

## Communication Policy

The instructor will periodically send out emails and post messages and announcements on Canvas to remind students of deadlines or readings, to provide details on assignments and examinations, and to tell students about University events of interest. It is the student’s responsibility to check their University emails on a regular basis to stay informed. There will be no allowances made for a failure to read your official University email. Similarly, the student must also be certain that they are receiving appropriate notifications from Canvas.

The instructor will make every effort to respond to your messages within 24 – 48 hours during the work week and within 48 hours for emails sent on the weekend or holidays. It is the expectation that you will adhere to these timeframes as well when communicated with the instructor or classmates about matters pertaining to your coursework in this class.

# University Policies and Resources

You will find links to important polices and resources in our Canvas course. See the links below or go to Canvas and click on **Help** at the bottom of the global navigation menu or on **Getting Help** in the course navigation menu.

* [American Disability Act of 1990](http://www.ada.gov/2010_regs.htm)
* [Academic Integrity Policy](https://wa3.lasalle.edu/channels/docs/get.php?id=350)
* [Student Guide to Rights and Responsibilities](http://www.lasalle.edu/students/dean/divpub/manuals/studentguide/)
* [[Technology Help and Support](http://www.lasalle.edu/students/dean/divpub/manuals/studentguide/)](http://www.lasalle.edu/technology/)
* [[Classroom Accommodations](http://www.lasalle.edu/students/dean/divpub/manuals/studentguide/)](http://www.lasalle.edu/academiclearningsupport/classroom-accommodations/)
* [[Center for Academic Achievement](http://www.lasalle.edu/students/dean/divpub/manuals/studentguide/)](http://wp.lasalle.edu/learningsupport/)
* [[Connelly Library](http://www.lasalle.edu/students/dean/divpub/manuals/studentguide/)](http://library.lasalle.edu/)
* [[Student Counseling Center](http://www.lasalle.edu/students/dean/divpub/manuals/studentguide/)](http://studentaffairs.lasalle.edu/scc/)