Florida A&M University

School/Department
Course Number, Course Name (as it appears in the catalog), Semester

Instructor(s): (Your name)
Office Location: (Building and room number)
Telephone: (area code) (telephone number)
Email: (Your email address)
Office Hours: (Days and time)
Meeting times: (Days and time)
Classroom: (Building and room number)
Prerequisites and/or co-requisites: (If none, delete this row)

Course Description
(Insert course description from the catalog and/or departmental description here.)
**NOTE: Please indicate if Blackboard will be utilized to disseminate course information or materials.

Student Learning Objectives
(Insert student learning objectives that communicate what students can expect to learn.)

Course Competencies (Optional)
(Insert competencies that are aligned with student learning objectives.)

Required Texts/Readings
Textbook
(Insert the complete textbook citation here. Include ISBN and where students can buy the text.)

Other Readings
(Insert the list of any additional readings here.)
Other equipment / material requirements (optional)
(Include as necessary e.g., if students need a clicker, obtain specific software to do homework, etc. here.)

Course requirements (number of exams, assignments, etc)
Include any special requirements such as attendance at outside events or Service Learning activities.

Grading Standards
Include any schemes for indicating relative weight of assignments, and attendance policies.

Policy on late work and/or missed exams
Replace this text with the policy on late work and/or missed exams

General Education course
If this is a general education course, include a statement on how the writing requirement is satisfied in the course.

Schedule
Give sufficient detail so that students understand what percentage of the course is spent on various topics.

Academic Honesty/ Plagiarism
Students will be expected to adhere to standards of academic honesty and integrity, as outlined in the Student Academic Honesty Policy. All assignments must be original work, clear and error-free. All ideas/material that are borrowed from other sources must have appropriate references to the original sources.

ADA Statement
Example: Students with disabilities who require reasonable accommodations must be approved for services by providing appropriate and recent documentation to the Center for Disability Access and Resources (CeDAR)/ (850) 412 – 7545.
Located at:
500 Orr Drive
Tucker Hall, Room 310
Tallahassee, FL 32307