

**Course Number: Course Title
Term**

**Carleton College
Northfield, MN 55057**

Class Meeting Time:

Basic Contact Information:

Name:

Office:

E-mail:

Phone number:

Other contact methods/information:

Office Hours:

Course Description/Overview/Objectives:

Reading List:

(Tentative) Class Schedule:

A list of the reading for each class period, and perhaps when various assignments will be given or are due.

If you plan to take field trips, show movies, have discussions or anything else outside of the regular class hours, it is important to list these activities in the syllabus and indicate whether the particular times are mandatory (a bus trip to the art museum, perhaps) or optional (a movie that students can borrow from the library on their own).

Assignments/Exams:

Overview of the various assignments and exams that will be given throughout the course. Much of the information here may also fit into sections on the class schedule or grading policy.

Example: You will be writing two longer papers (10+ pages) as well as various shorter assignments throughout the term.

Classroom Policies:

This section should include an overview of how final grades will be determined, as well as the policies regarding late work, attendance, participation, etc.

You may want to include a rubric with the characteristics of A, B, C, D and F written work or course work more generally.

Example: (From a computer science class)

- Programming assignments: 35%
- Non-programming assignments: 15%
- In-class exam 1: 20%
- In-class exam 2: 20%
- Class presentation and handout: 10%

Final Exam/Self Scheduling Information:

Information about the final exam (especially the time; exam times are available on the registrar's web page). Whether or not the exam can be self-scheduled, and a reminder to notify the professor if students want to take it self-scheduled. Also note that Carleton has policies about take-home final examinations and the number and type of projects and exams that can be given at the end of the term. See

http://webapps.acs.carleton.edu/campus/dos/academic_regs/?policy_id=21449

Example:

The final exam for this class may be taken self-scheduled. Students wishing to take the exam self-scheduled should notify me (in writing or by e-mail) before the last day of class. They will then be able to take the exam in the concert hall during any of the scheduled exam times. Students asking to self-schedule may still take the exam during the scheduled time if they have not picked their exam up in the concert hall.

Writing Portfolio Information:

You may find one or more of the writing assignments in this course to be appropriate for your writing portfolio, which is due at the end of your sixth term. Please talk with me about authenticating your work while this course is underway. I will work with you to revise, if necessary, and I will sign an authentication form that you prepare. If you want to use a final paper or project for your portfolio, I will need an authentication form and a stamped, self-addressed envelope to return your work to you. For more information on the portfolio, consult the folder you received as a first-year student, talk with your advisor, or read about it on the web at:

<http://www.acad.carleton.edu/campus/writingprogram/portfolio>

Extended descriptions of assignments: (optional)

It is helpful for students to have a high-level view of the work to be done for the class over the entire term. In addition to information that you may have provided above, it is often nice to give as clear a picture of the assignments as possible on the syllabus. If you have assignment sheets at the beginning of the class, it is great to attach them.

Links to course-related websites or other locations of interest:

(If the syllabus is on the web.)

Disability Accommodations:

Please talk with me immediately if you require accommodations for any disability. We will make whatever arrangements are necessary.