# **BENTLEY UNIVERSITY**

# **COURSE NUMBER-COURSE NAME**

# **SEMESTER/YEAR**

## **INSTRUCTOR:**

## **SECTION(S):**

## **OFFICE:**

## **OFFICE HOURS:** *For your Zoom office hours, make sure you provide the meeting link and necessary password, if any.*

## **E-MAIL**:

**COURSE DESCRIPTION**:*You may use the CIC-approved course description from the course catalog, but you are also welcome to expand upon the initial description if you wish to provide more detail.*

**COURSE PREREQUISITES:** *List the specific numbers for any prerequisite courses here.*

**COURSE OBJECTIVES**: *Here, you should provide at least one or two overarching goals that students will accomplish by the end of your course. Each of these goals should be accompanied by 1-3 action-oriented learning outcomes that tell students how they will demonstrate their new skills/knowledge.*

**COURSE MATERIALS:** *List all textbooks and other resources that students will need to access for your course. If you are using online course materials, be as clear as possible about where to find them and how to access them.*

**COURSE EXPECTATIONS:** *This is generally a good space for you to outline the conduct expected in your class. While this section may vary depending on instructor preference, you should cover* ***CLASS MODALITY, ATTENDANCE,*** *and* ***PARTICIPATION*** *at the very least.*

## **REQUIRED POLICIES AND PROCEDURES (KEEP AS-IS):**

*All courses offered at Bentley University reflect our institution’s commitment to a set of core values and practices.  The links below will take you to full explanations of our policies and procedures related to accommodations and equitable learning environments.  As a student, you are expected to review and be familiar with each of these policies:*

* ***[Bentley’s honor code and academic integrity system](https://catalog.bentley.edu/graduate/academic-policies-procedures/academic-integrity/%22%20%5Ct%20%22_blank)***
* [***Equity and bias reporting forms and procedures***](https://www.bentley.edu/equity-reporting)
* ***[Student Disability Accommodations](https://www.bentley.edu/offices/disability-services%22%20%5Ct%20%22_blank)***
* ***[Religious observances](https://catalog.bentley.edu/undergraduate/academic-policies-procedures/?&_ga=2.167539454.1598865279.1692632858-424913951.1673370379" \l "Religious_Observances_Policy" \t "_blank)***
* ***[Bentley’s core values](https://www.bentley.edu/about/mission-and-values%22%20%5Ct%20%22_blank)***

**DIVERSITY AND INCLUSION STATEMENT:** *Currently, the CIC does not require syllabi to contain a Diversity and Inclusion statement, but it is recommended that you create one that establishes a welcoming atmosphere and acknowledges a classroom environment where all students’ identities are valued.*

**STUDENT LEARNING RESOURCES INFORMATION:** *In this section, you should copy information from on-campus resources (e.g. The Writing Center, LEAF Lab, CLIC) that students in your class might need. Information from each of these centers can be found on the* [*Syllabus Design*](https://www.bentley.edu/academics/offices/provost/syllabus) *webpage.*

**GRADING SCALE:** *Provide your grading scale, categories, and explanations of any major assignments, here. You should explain what each category entails and be clear about how those categories will be evaluated. This section should also include your policy on late/make-up work. The table below has been provided to contain your grading categories and percentages/point values.*

|  |  |
| --- | --- |
| Category 1 | xx% |
| Category 2 | xx% |
| Category 3 | xx% |
| Category 4 | xx% |
| Category 5 | x% |
| TOTAL | 100% |

**COURSE SCHEDULE**: *In this section, provide an overview of course topics and associated readings and/or assignments. Make sure to highlight any major due dates or unexpected changes in modality when creating your course schedule.*