

**Quick Start Guide: Delete this box before publishing your syllabus.**

* Remove all directions highlighted in yellow before publishing.
* All highlighted, bracketed text should be replaced with the information specific to your course.
* You may add information and sections to the syllabus as you see fit.
* **Do not edit or delete the Grading Scale, Honor Code, Artificial Intelligence, and Accommodations boilerplate policy language. For SACSCOC purposes, policies in all syllabi should align with the official versions published in *The Key*, Academic Catalogue, etc.**
* Department Chairs are highly encouraged to provide this template to Visiting and Part-Time Instructors.
* You must provide the syllabus to students by the first day of class.
* By September 1 of the fall semester, February 1 of the spring semester, and June 1 of May Term, submit your syllabus to the Executive Assistant to the Dean of Faculty ([tdunn@hsc.edu](mailto:tdunn@hsc.edu)). The syllabus must be submitted as a PDF.

**[Course SUBJ Number: Title, # credit hours]**

**[Semester Year]**

|  |  |
| --- | --- |
| **Instructor** |  |
| **Email Address** |  |
| **Course Meeting Time** |  |
| **Course Meeting Location** |  |
| **Office Hours** |  |
| **Office Location** |  |

**Course Description**

Provide the course description that is recorded in the most recent [Academic Catalogue](https://www.hsc.edu/academic-catalogues). Do not edit the course description. List all prerequisites, if applicable. Additional information about class objectives, course learning outcomes, and subject matter may be added in a separate paragraph.

State whether this course is required for or an elective in a major or minor administered by the department.

**Student Learning Outcomes**

List the SLOs for the major or standalone minor with which this course is associated. As needed, add rows.

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| **SLO 1** |  |
| **SLO 2** |  |
| **SLO 3** |  |

**Course Learning Outcomes**

List the course learning outcomes if they are not already included elsewhere (such as in additional language in the Course Description) or provide the course outcomes in narrative format.

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| **CLO 1** |  |
| **CLO 2** |  |

**Required Materials**

List the required materials for the course, to include books, articles, and other resources. State where sources can be found (e.g., Canvas, electronic book from library).

**Assignment Descriptions and Grade**

Please list assignments or assignment categories and their corresponding points or weights. Deadlines/dates can be provided where appropriate. Remove or alter column headings as necessary.

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| --- | --- | --- | --- |
| **Assignment or Assignment Type** | **Description** | **Deadline/Date** | **Pts. or % of Final Grade** |
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**Course Schedule**

Provide the course schedule in as much detail as the course content and construction allow. The template below is optional.

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| --- | --- | --- | --- |
| **Date** | **Topic** | **Reading(s)** | **Assignment** |
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**Late Work and Make-Up Assignment Policy**

[Describe your late work and make-up assignment policy for the course.]

**Attendance Policy**

[Describe your attendance policy for the course. Please see the Class Attendance section of the [Academic Catalogue](https://www.hsc.edu/academic-catalogues) for College policies regarding attendance.]

**Grading Scale**

This course adheres to the grades and quality points described in the [Academic Catalogue](https://www.hsc.edu/academic-catalogues). Consult the Academic Catalogue for a detailed description.

**Honor Code**

Students are expected to abide by the Honor Code for all assignments unless a professor indicates otherwise. If a written pledge is required on an assignment, it will read, “On my honor, I have neither given nor received any aid on this work, nor am I aware of any breach of the Honor Code that I shall not immediately report.” Students should consult the [Academic Catalogue](https://www.hsc.edu/academic-catalogues) and [*The Key: The Hampden-Sydney College Student Handbook*](https://www.hsc.edu/the-key-student-handbook) for the College’s description of the Honor Code and what it identifies as infractions of the Honor Code.

[You can add additional information about how the above Honor Code relates to your course/discipline here. Do not edit the Honor Code policy above.]

**Artificial Intelligence Policy**

Artificial intelligence (AI) generators and large language models (LLMs) often rely on existing published materials, and copying or paraphrasing materials generated by AI without attribution is plagiarism. Professors may permit students to use AI generators or LLMs in a variety of ways in their own classes. Those students, however, must not assume that those policies transfer to other classes.

[Describe the artificial intelligence policy for your course if you allow the use of AI. This will aid the Student Court System should an issue arise. Do not edit the AI policy above.]

**Accommodations**

Hampden-Sydney College is committed to ensuring equitable access to its education programs for all students. Under the administration of the Department of Culture and Community, the Office of Accessibility Services (OAS) coordinates reasonable accommodations for qualified students with disabilities. If you wish to seek accommodations for this class, please contact Dr. Melissa Wood, Director of Title IX, Access, and Student Advocacy, at 434-223-6061 or at [mwood@hsc.edu](mailto:mwood@hsc.edu). Additional information may be found here: <https://www.hsc.edu/academics/academic-services/disability-services>. Appropriate documentation of disability will be required. For students who have an accommodations letter from OAS, it is essential that you correspond with your professor as soon as possible to discuss your accommodation needs for the course so that appropriate arrangements may be made.