**Course number and title** [see [**guidelines**](https://creativeartsandmedia.wvu.edu/faculty-and-staff/curriculum-committee/decisions-and-syllabus#course-title)]

**Instructor information:** [see [**guidelines**](https://creativeartsandmedia.wvu.edu/faculty-and-staff/curriculum-committee/decisions-and-syllabus#instructor)]

**Name:**

**Email address:**

**Office Hours:**

**Course information:** [see [**guidelines**](https://creativeartsandmedia.wvu.edu/faculty-and-staff/curriculum-committee/decisions-and-syllabus#course-info)]

**Number of Credit Hours:**

**Pre-requisites:**

**Repeatability:**

**Course description:** [see [**guidelines**](https://creativeartsandmedia.wvu.edu/faculty-and-staff/curriculum-committee/decisions-and-syllabus#course-description)]

**Learning outcomes:** [see [**guidelines**](https://creativeartsandmedia.wvu.edu/faculty-and-staff/curriculum-committee/decisions-and-syllabus#learning-outcomes)]

**Course materials:** [see [**guidelines**](https://creativeartsandmedia.wvu.edu/faculty-and-staff/curriculum-committee/decisions-and-syllabus#course-materials)]

**Assessments:** [see [**guidelines**](https://creativeartsandmedia.wvu.edu/faculty-and-staff/curriculum-committee/decisions-and-syllabus#assessments)]

**Grades:** [see [**guidelines**](https://creativeartsandmedia.wvu.edu/faculty-and-staff/curriculum-committee/decisions-and-syllabus#grades)]

Calculation of final grade

Example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assignment | Number of assignments | Points | Total points per category | Percentage of Final Grade |
| Class Participation | N/A | 25 | 25 | 9 |
| Homework | 10 | 10 | 100 | 36 |
| Papers | 2 | 25 | 50 | 18 |
| Final Paper | 1 | 50 | 50 | 18 |
| Midterm Exam | 1 | 25 | 25 | 9 |
| Final Exam | 1 | 25 | 25 | 9 |
| **Total** |  |  | **275** | **100** |

Grade Scale

Example:

|  |  |  |
| --- | --- | --- |
| Grade | Points | Percentage |
| A | 275-245 | 100-90% |
| B | 244-220 | 89-80% |
| C | 219-192 | 79-70% |
| D | 191-165 | 69-60% |
| F | 164 or less | 59-0% |

Midsemester Grade: [see [**guidelines**](https://creativeartsandmedia.wvu.edu/faculty-and-staff/curriculum-committee/decisions-and-syllabus#midsemester-grade)]

Example:

|  |  |
| --- | --- |
| Completed assignments by [insert midterm date] | Possible points |
| Participation | 10 |
| 4 Homework assignments @ 10 points | 40 |
| Paper 1 | 25 |
| Midterm Exam | 25 |
| Total Points | 100 (or 36% of final grade) |

**Course policies:** [see [**guidelines**](https://creativeartsandmedia.wvu.edu/faculty-and-staff/curriculum-committee/decisions-and-syllabus#course-policies)]

**Late Work and Make up policy:** [see [**guidelines**](https://creativeartsandmedia.wvu.edu/faculty-and-staff/curriculum-committee/decisions-and-syllabus#late-work-make-up)]

**Course Schedule:** [see [**guidelines**](https://creativeartsandmedia.wvu.edu/faculty-and-staff/curriculum-committee/decisions-and-syllabus#course-schedule)]

**Assessment Rubrics**

A detailed rubric must be provided for every major assignment.