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| **Eastern Shore Community College**  **SYLLABUS FOR (***Course Prefix and Number***)**  **(***Name of Course***)** |  |

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| **Effective Date:** | *semester* |  |  |
| **Instructor:** | *name* | **Phone:** | *or contact info* |
| **Email:** | *Email address* | **Office Location:** | *If you spend time on campus* |
| **Office Hours:** | *When you are available outside of class* |  |  |
| **Textbook(s) (including laboratory manuals, workbooks, etc.):** | *Title, etc of required book(s) for class; optional resources.* |  |  |
| **Learning activities (projects, papers, presentations, reading, oral participation, tests, etc.):** | **Policy on Academic Honesty: ESCC students are expected to maintain high standards of honor in their academic work. All forms of academic misconduct, including cheating and plagiarism, are forbidden. See current ESCC catalog for additional information.** |  |  |
|  | *List of activities as appropriate.* |  |  |
| **Applicable learning resources (published materials--books, periodicals, informational packages, etc.; films, tapes, slides, specimen, models, charts, etc.):** |  |  |  |
| **Evaluation (grading scale, make-up policy, etc.):** | *Clearly explain your policy regarding grading and how tests, assignments, papers, etc. are used in your grading scheme.* |  |  |
| **Midterm assessment:** | *Whether or not you have a midterm exam; whatever you use to come up with a midterm grade.* |  |  |
| **Attendance requirements:** | *Be clear on expectations: Attendance part of grade? Make-up policy missing assignments. Excused absences allowed? Etc.* |  |  |
| **Schedule of class events--topics, tests, other learning activities:** | *Approximate dates of tests/exams/assignments/papers, etc.* |  |  |
| **Student Outcomes/Objectives - Instructor elaboration of the expected student outcomes or specific course objectives (optional):** |  |  |  |

**Emergency** **Statement:**

In the event of a college-wide emergency, course requirements, classes, deadlines, and grading schemes are subject to changes that may include alternative delivery methods, alternative methods of interaction with the instructor, class materials, and/or classmates, a revised attendance policy, and a revised semester calendar and/or grading scheme.

In the case of a college-wide emergency, please refer to the announcements page of this course’s Blackboard site and your student email. Should the emergency situation disrupt power sources such as electricity or Internet connection, wait patiently until the worst is over and we will re-connect and re-assess once the situation allows.

To receive information about any emergency situations that impact ESCC, make sure you have signed up for ESCC Alert which will notify you via your student email and/or your cell phone in the case of an emergency. Click [here](http://alert.es.edu/index.php?CCheck=1) to sign up for ESCC Alert.