Lake Erie College
Syllabus Format

SCHOOL
DEPARTMENT, COURSE NUMBER AND SECTION
COURSE TITLE
COURSE DESCRIPTION (Copied directly from the catalog)
ACADEMIC TERM
INSTRUCTOR
OFFICE LOCATION
CONTACT NUMBER (office number is required; cell phone is optional)
LEC EMAIL
OFFICE HOURS

LEARNING OBJECTIVES
  Learning as Knowledge
    Students are expected to: (list the essential facts of knowledge or concepts a student is expected to learn during the course)
  Learning as Ability
    Students are expected to: (list the important abilities or skills a student is expected to develop during the course)
  Learning as Experience
    Students are expected to: (list the meaningful events or situations a student is expected to encounter during the course)
  Learning as Reflection
    Students are expected to: (list the relevant issues or debates a student should reflect upon during the course)

INSTRUCTIONAL PROCEDURES
  Indicate the procedures or methods by which you will conduct your class: lectures, case studies, student presentation, and role-playing are examples.

INSTRUCTIONAL RESOURCES
  Identify required and suggested textbooks, relevant library resources, available computer software, and any other available resources a student may use.

GRADING CRITERIA
  Indicate all assessments, examinations, quizzes, papers, projects, and any other course requirements, including how they are linked to the course objectives, and the criteria upon which performance will be based and their relative weight.

ATTENDANCE POLICY

GRADING SCALE

ELECTRONICS POLICY
ACADEMIC DISHONESTY POLICY
Any act of academic dishonesty or cheating by a student seriously impugns the integrity of Lake Erie College and the student and will not be tolerated. Penalties for academic dishonesty will be imposed at the discretion of the individual faculty member. Any violation of academic standards may result in penalties up to and including expulsion. Consult the Lake Erie College Student Handbook for details.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES
The disability statement that is printed in the Lake Erie College Student Handbook is applicable to this course. It is the responsibility of the student to seek assistance at the college and to make his/her needs known to Dr. John Spiesman, Director of the Student Success Center (440-375-7426, jspiesman@lec.edu). The instructor will assist with accommodations when reasonable and necessary. Instructors are not required to compromise essential elements of the course or evaluation standards.

Sample Instructor Statement:
This syllabus may be modified at any time by the instructor. The class will be informed of any changes, but it is each student’s responsibility to make themselves aware of these changes.

CONTENT OUTLINE and COURSE CALENDAR
The following is an outline of the subject matter to be covered:

(List the topics of the course and the order in which they will be examined)