##

**Course name:**

**Course number:**

**Semester: Fall 20 MWF**

**Instructor**:

Name

Office -

Office phone -

[Home phone]

Email -

Office hours –

**Course Location**

**Time**

**Textbook(s)**:

[List other required materials, too.]

## William Penn University Mission Statement

**William Penn University** provides the opportunity for an educational experience with a focus on leadership, technology, and the Quaker principles of simplicity, peace-making, integrity, community, and equality.

## Division Mission

## Course description – from catalog

* Prerequisites, if any
* If the course description is unclear or ambiguous, consider adding a “Course Purpose”
* Credit hours

**Professional Standards**

If this course prepares students to meet particular professional standards, list them and the source.

**Course Objectives**

This course supports the William Penn University Mission by helping students fulfill the following University Principle, Goal, and Program Objective:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Principle** | **Goal** | **Program Objective** | **Course** | **Course Objective** |
|  |  |  |  |  |

In order to complete this objective, students will:

|  |  |
| --- | --- |
| **Course Objective** | **Course Outcomes & Documents** |
|  |  |
|  |
|  |

## Course requirements

Assignments

[Schedule for exams, papers, etc., if you do not have a detailed course schedule below]

## Policies

* Attendance
* Grading
* [Other policies – cell phones, pagers, hats, etc.]
* *Academic honesty: Students at William Penn University are assumed to hold academic honesty in high regard. Cheating and plagiarism will not be tolerated, and all students will be held to the Student Conduct Code as described in the Student Handbook. [Your own policy for the course may be inserted here.]*
* *Disabilities: Students with disabilities who believe they may need accommodations in this class are encouraged to contact Dr. Noel Stahle, Coordinator of Services for Students with Disabilities, as soon as possible in order to verify your status and provide you with appropriate assistance.*

**Academic calendar**

* ***Adding/Dropping courses*:** **August 14** is the last day on which you can add an online course for the 1st 8-week module. **August 28** is the last day on which you can add/drop any 1st 8-week & Full semester courses. **October 9** is the last day to add online course for the 2nd 8-week module. **October 23** is the last day to add/drop a course for the second 8-week module.
* ***Withdrawing from courses****:*  If you withdraw from a course on or before **September 24** for 1st 8-week module, **October 28**, for full semester courses, and **November 17** for 2nd 8-week module, the course will appear on your transcript with a grade of “W”. (This does not affect your grade point average.)

**Course Schedule**

This schedule is subject to change. Announcements of any changes will be made during class, on Moodle, and by William Penn University email. It is the student’s responsibility to get information from any class s/he may miss.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Prep for Class** | **Topics** | **Due** |
| 08-24-20 |  |  |  |
| 08-26-20 |  |  |  |
| 08-28-20 |  |  |  |
| 08-31-20 |  |  |  |
| 09-02-20 |  |  |  |
| 09-04-20 |  |  |  |
| 09-07-20 |  | * **NO CLASS – LABOR DAY**
 |  |
| 09-09-20 |  |  |  |
| 09-11-20 |  |  |  |
| 09-14-20 |  |  |  |
| 09-16-20 |  |  |  |
| 09-18-20 |  |  |  |
| 09-21-20 |  | *
 |  |
| 09-23-20 |  |  |  |
| 09-25-20 |  |  |  |
| 09-28-20 |  |  |  |
| 09-30-20 |  |  |  |
| 10-02-20 |  |  |  |
| 10-05-20 |  |  |  |
| 10-07-20 |  |  |  |
| 10-09-20 |  |  |  |
| 10-12-20 |  | * **FALL CONVOCATION**
 |  |
| 10-15-20 |  | * **MID-TERMS/FINAL EXAMS - 1st 8 week-(this is our Friday)**
 |  |
| 10-16-20 |  | * **FALL BREAK**
 |  |
| 10-19-20 |  |  |  |
| 10-21-20 |  |  |  |
| 10-23-20 |  |  |  |
| 10-26-20 |  |  |  |
| 10-28-20 |  |  |  |
| 10-30-20 |  |  |  |
| 11-02-20 |  |  |  |
| 11-04-20 |  |  |  |
| 11-06-20 |  |  |  |
| 11-09-20 |  |  |  |
| 11-11-20 |  |  |  |
| 11-13-20 |  |  |  |
| 11-16-20 |  |  |  |
| 11-18-20 |  |  |  |
| 11-20-20 |  |  |  |
| 11-23-20 |  |  |  |
| 11-25-20 |  | * **NO CLASS – THANKSGIVING**
 |  |
| 11-27-20 |  | * **NO CLASS – THANKSGIVING**
 |  |
| 11-30-20 |  |  |  |
| 12-02-20 |  |  |  |
| 12-04-20 |  |  |  |
| 12-07-20 |  |  |  |
| 12-09-20 |  | * **FINAL EXAMS**
 |  |
| 12-11-20 |  | * **FINAL EXAMS**
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|  |  |  |  |