# Course Name or Title

The University of Toledo  
(Insert Program Name and/or College Name) **(REQUIRED)**  
(Insert Alpha, Course Number, and Section Number) **(REQUIRED)** (Insert CRN here)

## Instructor:
(Insert Name)

## Email:
(Insert Email Address)

## Office Hours:
(Insert Days and Time)

## Office Location:
(Insert Building/Office Number)

## Office Phone:
(Insert Phone Number)

## Term:
(Insert Semester and Year)

## Class Location:
(Insert Building/Office #)

## Class Day/Time:
(Insert Days and Time)

## Lab Location:
(Insert Building/Office #, if applicable)

## Lab Day/Time:
(Insert Days and Time, if applicable)

## Credit Hours:
(Insert Number of Credit Hours)

### COURSE/CATALOG DESCRIPTION **(REQUIRED)**

(Insert/cut and paste course description listed in The University catalog)

### COURSE OVERVIEW

(Insert course overview if preferred)

### STUDENT LEARNING OUTCOMES **(REQUIRED)**

(Insert Student Learning Outcomes; include OTM, TAG and CTAGs if applicable; insert General Education Statement if applicable)

### TEACHING STRATEGIES

(Insert information describing how the learning process will be structured and achieved; identify the delivery modalities (face-to-face, online or blended), modes of communication and the learning activities that will be used)

### PREREQUISITES AND COREQUISITES **(REQUIRED)**

(List any prerequisite or corequisite courses required by the university and/or program  
if there are no prerequisite or corequisite courses or skills required simply state “None”)

### REQUIRED TEXTS AND ANCILLARY MATERIALS **(REQUIRED)**

(Provide full text citations including author, title, publisher, edition and copyright year for all books and ancillary, recommended, optional, or supplemental materials printed and electronic. If your course is OTM/TAG, or CTAG be sure to also include ISBN numbers).

### TECHNOLOGY REQUIREMENTS

(Insert specifics about any hardware (clickers, computer, iPad, etc.) and/or software (Keynote, Photoshop, etc.) that will be required. Indicate any access requirements for online learning tools (Blackboard, Alex, etc.) that will be needed in order to complete the course. If there are no technology requirements, simply state “None”.)
UNIVERSITY POLICIES (REQUIRED AS IS)
(Insert the following: Policy Statement on Non-Discrimination on the basis of Disability (ADA)
The University is an equal opportunity educational institution. Please read The University’s Policy Statement on Nondiscrimination on the Basis of Disability Americans with Disability Act Compliance.)

Academic Accommodations (REQUIRED AS IS)
(Insert the following: The University of Toledo is committed to providing equal access to education for all students. If you have a documented disability or you believe you have a disability and would like information regarding academic accommodations/adjustments in this course please contact the Student Disability Services Office.)

ACADEMIC POLICIES
(Insert specific academic policies the student is expected to comply with; policies may include student conduct, academic dishonesty, missed class policy, student grievances, etc.)

COURSE EXPECTATIONS
(Insert a clear explanation of any and all course expectations you have. For example, parameters on class start times (tardiness); are late assignments accepted and if so under what circumstances, will late assignments be given full credit, is there extra credit, participation and attendance expectations, etc.)

GRADING (REQUIRED)
(Insert a statement that fully explains how course grades are calculated. Clearly state the points, percentages, and weights for each component of the course grade; explain/illustrate the relationship(s) between points, percentages, weights, and letter grades. Indicate the instructor’s timeframe for providing grades and feedback on assignments. This section may also include specifics regarding grade related policies such as the late submission of assignments, the grade of Incomplete, extra credit, the proctoring of tests, etc. In addition to (or in lieu of) traditional tests, consider the use of authentic assessments that emphasize active engagement and that are based on real-world experiences.)

Midterm Grading
Include a statement regarding how midterm grades will be calculated and why they are important.

Final Grading
Define the grading scale for your course.

COMMUNICATION GUIDELINES
(Insert specific requirements and etiquette expectations for online discussions, email, and other forms of communication and indicate the instructor’s timeframe for responding to student emails, etc.)

STUDENT SUPPORT SERVICES
(Insert information on how the institution’s academic and student support services and resources can help students succeed in the course, and how students can access these services.)

COURSE SCHEDULE (REQUIRED)
(Insert a detailed course schedule/calendar that (1) includes weekly topics; (2) aligns the topic to be covered with the student learning outcome; and (3) describes in detail how you will assess student learning.)