



**Course Number - Title:**  
**Department:**

**Instructor:**  
**Office/Office Hours:**  
**Phone/E-mail:**

**Academic Term:**  
**Days/Time/Room:**  
**Credits/Prerequisites:**

**Course Description** (catalog description or more detailed description):

**Learning Outcomes:**  
By the end of this course, students will be able to:

**Required Texts/Materials:**

**Optional Texts/Materials:**

**Grading:**

**Your grade will be calculated as follows:**

**Assignments and Tests:**

**Course Policies:**

**Attendance:**

All students must attend every class or laboratory unless officially excused. Excused absences include representing the College, participating in approved field trips, illness, a family emergency or others as determined by the instructor. Students will be responsible for all course

work missed while absent. Absences in classes immediately before and after holidays are unexcused.

**Late Assignments:**

**Makeup Assignments/Exams:**

**Classroom Courtesy:**

**Academic Honesty:**

Davis & Elkins College expects its students to pursue their academic careers with integrity. By policy, teachers report instances of cheating and plagiarism to the Vice President of Academic Affairs and recommend a penalty, which may be an F on the assignment in question or even expulsion from the course or the College.

**Academic Support:**

The Naylor Learning Center provides academic support (tutoring and writing support), Disability Services, and the Supported Learning Program. Visit The Naylor Learning Center in Albert Hall, Suite 212, or call (304) 637-1266 for more information.

Davis & Elkins College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the West Virginia Human Rights Act is an equal opportunity institution that does not discriminate on the basis of race, color, sex, religion, ancestry, national origin, age, sexual orientation, disability, veteran status, gender identification, or genetic information or any other characteristic protected by federal, state or local law.

If you have a disability and need a reasonable accommodation for equal access to education or services at Davis & Elkins College, please contact Disability Services at (304) 637- 1435. If you believe that you or someone else has been the victim of discrimination or harassment at Davis & Elkins College, you may contact your adviser or the Title IX/ADA Section 504 Coordinator at (304) 637-1241.

Davis & Elkins College faculty members are designated as “responsible employees” in accordance with guidance from the Office of Civil Rights. As such, D&E faculty must report any observations or disclosures (by a member of the D&E community) of gender-based harassment, gender-based abuse, or gender-based violence or related experiences and incidents shared with them to the Title IX Coordinator.

**Course Schedule:**