# Syllabus and Grading

<table>
<thead>
<tr>
<th>Instructor's Name</th>
<th>Instructor's Email</th>
<th>Instructor's Office Location</th>
<th>Instructor's Office Phone Number</th>
<th>Instructor's Office Hours</th>
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<tbody>
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## Name of the Course

<table>
<thead>
<tr>
<th>Syllabus</th>
<th>Semester and Year</th>
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<tr>
<td>Cultural Foundations of Education</td>
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<tr>
<td>Higher Education Administration</td>
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<tr>
<td>Political Science</td>
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## Course Description

Explain why course is important and catch student interest

## Course Objectives

What should students get out of the course?  

Should be objective, measurable, and attainable

## Required Text(s)

Detailed information about text(s) for the course

## University Policies and Requirements

Must be included in your syllabus

- Add/Withdraw Dates  
  Spring 2017: [http://www.kent.edu/registrar/spring-important-dates](http://www.kent.edu/registrar/spring-important-dates)

- Student Accessibility Services  
  [https://www.kent.edu/sas/syllabus-statement](https://www.kent.edu/sas/syllabus-statement)

- Academic Honesty (Plagiarism and Cheating)  

## Course Policies

Your rules for student behavior and other concerns

- Grading Policies  
  Make-up/late work policies or policy on rewrites

- Attendance/Tardiness Policy  
  Excused vs. unexcused absences and participation policies

- Technology Policy  
  Mobile phones, tablets, laptops, etc.

- Classroom Etiquette Policy  
  Behavior, disruptions, respectfulness, and/or food/drink

## Course Assessment Tools and Descriptions

Ways to measure progress on course objectives

- Grading Scale  
  What percentages constitute a grade of: A, A-, B+, etc.

- Grade Composition/Breakdown  
  Percent/number of points out of the final grade each assignment/exam comprises

## Course Schedule and Breakdown by Date

Plan due dates, schedule exams, and reading assignments Make due dates/exams STAND OUT

- Statement That Schedule is Tentative  
  This gives you room to adjust if necessary

- Final Exam Date/Link to Final Exam Schedule  
  Spring 2017 Kent Campus: [http://www.kent.edu/registrar/spring-final-exam-schedule](http://www.kent.edu/registrar/spring-final-exam-schedule)