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# [Course ID]: [Course Name] (# credits)

[Semester and Year] – [Class day and time] – [Location]

## Instructor Information

### Instructor:

Name:

Pronouns:

### Contact Information:

Email:

Phone:

Office Location:

### Office Hours:

(or times of day available/not available; by appointment; online office hours)

### Communication Policy:

### Instructor Bio:

### Other sections to consider:

Diversity statement

Empathy statement

Land acknowledgement

Accommodations information

## Course Details

### Course Description

### Course Learning Outcomes

Upon successful completion of this course, you should be able to:

### Textbooks and Materials

Required

Supplemental

### Instructional Technologies

### Course Schedule

## Grading and Assessment

### [AU Registrar Grading Scale](https://www.american.edu/provost/registrar/facultystaff/grading.cfm" \l "tab-2012--present-4649385)

### Course Grading Scale

| Final Percent | Grade |
| --- | --- |
| XX%-100% | A |
| XX%-XX% | A- |
| XX%-XX% | B+ |
| XX%-XX% | B |
| XX%-XX% | B- |
| XX%-XX% | C+ |
| XX%-XX% | C |
| XX%-XX% | C- |
| XX%-XX% | D |
| Under XX% | F |

### Course Breakdown

|  |  |
| --- | --- |
| Assignment / Assignment Type 1 | 30% |
| Assignment 2 | 20% |
| Assignment 3 | 20% |
| Assignment 4 | 20% |
| Participation and Attendance | 10% |

### Assignment Overview

Individual Assignment Descriptions

## Course Expectations, Requirements, and Policies

### Attendance Policy

### Participation Policy

### Deadlines & Late Work

### Artificial Intelligence (AI) Use Policy

### Incomplete Policy

At the discretion of the faculty member and before the end of the semester, the grade of I (Incomplete) may be given to a student who, because of extenuating circumstances, is unable to complete the course during the semester. The grade of Incomplete may be given only if the student is receiving a passing grade for the coursework completed. Students on academic probation may not receive an Incomplete. The instructor must provide in writing to the student the conditions, which are described below, for satisfying the Incomplete and must enter those same conditions when posting the grades for the course. The student is responsible for verifying that the conditions were entered correctly.

Conditions for satisfying the Incomplete must include what work needs to be completed, by when the work must be completed, and what the course grade will be if the student fails to complete that work. At the latest, any outstanding coursework must be completed before the end of the following semester, absent an agreement to the contrary. Instructors will submit the grade of I and the aforementioned conditions to the Office of the University Registrar when submitting all other final grades for the course. If the student does not meet the conditions, the Office of the University Registrar will assign the default grade automatically.

The Associate Dean of the Academic Unit, with the concurrence of the instructor, may grant an extension beyond the agreed deadline, but only in extraordinary circumstances. Incomplete courses may not be retroactively dropped. An Incomplete may not stand as a permanent grade and must be resolved before a degree can be awarded.

[More information on AU Regulations and Policies](http://catalog.american.edu/).

## University-Wide Policies

## Academic Support Services

## Student Support Services