Course Name

Instructor
Enter Instructor Name

Phone
Enter Phone

Email
Enter Email

Office Location
Enter Building, Room

Office Hours
Enter Hours, Days

Course Overview
To replace any placeholder text (such as Course Name above), just click it and type.

You might love the look of the classic, professional font in this syllabus as much as we do. But it’s also easy to get exactly the look you want. On the Design tab of the ribbon, check out the Fonts gallery to preview options right in your document and then click to apply the one you like.

Required Text
Publication Name, Author Name
Publication Name, Author Name

Course Materials
Need a heading or a bullet? On the Home tab, in the Styles gallery, choose from all styles used in this syllabus.

- Click here to add text.
- Click here to add text.

Resources
To edit the semester and year, just double-click the footer area on the page.

- Click here to add text.
- Click here to add text.

Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Subject</th>
<th>Practice Problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Enter subject</td>
<td>Enter practice problems</td>
</tr>
<tr>
<td>Week 2</td>
<td>Enter subject</td>
<td>Enter practice problems</td>
</tr>
<tr>
<td>Week 3</td>
<td>Enter subject</td>
<td>Enter practice problems</td>
</tr>
<tr>
<td>Week 4</td>
<td>Enter subject</td>
<td>Enter practice problems</td>
</tr>
</tbody>
</table>

Communications Policy
All email correspondence sent to your instructor must be sent through the D2L email system. Email messages will be responded to within 24 hours of receipt unless sent on a Friday or Saturday. Emails received on the weekend will be responded to on the following Monday. Your instructor will regularly monitor all discussion boards and provide responses, guiding questions, and supplemental prompts as needed. At a minimum, expect one comment from your instructor on each original post. This post will be made within 48 hours of your original post.

Semester and Year
All quizzes, tests, and/or exams will be graded within 24 hours of submission. Discussion assignments will be graded within 24 hours of the due date. All written assignments will be graded within 4 days of the due date. In the event that your instructor is unable to meet these expectations, communication will be sent to the class prior to the due date of that assessment.

**Homework Policy**
Want to add more tables to your document that look like the Course Schedule? No problem. On the Insert tab, click Table and create a table in any size you want. It will automatically get inserted in the same style as the ones in the rest of this syllabus.

**Minimal Technical Skills**
Want to add more tables to your document that look like the Course Schedule? No problem. On the Insert tab, click Table and create a table in any size you want. It will automatically get inserted in the same style as the ones in the rest of this syllabus.

**Netiquette Expectations**
Want to add more tables to your document that look like the Course Schedule? No problem. On the Insert tab, click Table and create a table in any size you want. It will automatically get inserted in the same style as the ones in the rest of this syllabus.

**Additional Information**
Select “Semester and Year” in the footer, update the text and it will automatically change on all following pages.