

Course Syllabus
Southeast Missouri State University
Department of Industrial and Engineering Technology

Course Number: Click here to enter text.

Course Title: Click here to enter text.

Semester: Click here to enter text.

Time: Click here to enter text.

Days: Click here to enter text.

Location: Click here to enter text.

Instructor: Click here to enter text.

Office: Click here to enter text.

Office Hours: Click here to enter text.

Office Phone: Click here to enter text.

Email: Click here to enter text.

Website:

Course Description and Credit Hours: An introductory narrative explaining the class. Elaborate on the official course description and include information that distinguishes it from other sections being offered. Why does the class exist? Think in terms of communicating the purpose of the class, sharing with students the types of things that will be explored, investigated, and why. Indicate whether the course is an elective or required class.

Prerequisites: Click here to enter text.

Course Objectives: What types of knowledge, skills, and learning goals will be acquired/accomplished? What are the general Expectations of student performance and participation? Include outcome numbers for ABET and ATMAE. Also, indicate that the student can find out more about the outcomes from you or the Chair of the department.

Class Outline:

Topic/Assignment

Weeks

Materials and Resources: This section includes information about the resources required for the successful completion of the class. The instructor should identify what is required for the class, where it is located, and how it may be accessed. This applies to textbook rentals and purchases, as well as online resources, equipment, and auxiliary materials.
Textbook Title, author, year, ISBN, publisher.

Basis for Student Evaluation:

Assignments and Quizzes	%
Written Projects/Assignments	%
Exam 1	%
Exam 2	%
Final Exam	%

Grading: This section includes information about the calculation of grades. As with the Course Outline, the instructor is encouraged to be as thorough and precise as possible in explaining how student work will be assessed and how grades will be awarded.

A=100-90%

B=89-80%

C=79-70%

F=Below 70%

Expectations and Policies: THERE NEEDS TO BE A PAGE BREAK BETWEEN PAGES 2 & 3. PLEASE START PAGE 3 WITH “EXPECTATIONS AND POLICIES.” This section includes specific information about policies relevant to the class and indicates the expectations or requirements of the students associated with them.

Attendance policy: [Click here to enter text.](#)

Academic Policy Statement: Students will be expected to abide by the University Policy for Academic Honesty regarding plagiarism and academic honest. Refer to:
<http://www6.semo.edu/stuconduct/>

Student with Disabilities Statement: If a student has a special need addressed by the Americans with Disabilities Act (ADA) and requires materials in an alternative format, please notify the instructor at the beginning of the course. Reasonable efforts will be made to accommodate special needs.