

# CGE Syllabus Template

**Course Title, Department, Number**

**Instructor**

**Augsburg Perspectives, Skills, and Course Cross-Listings** and whether or not it meets major/minor requirements in a certain discipline

**Purpose of the Course**

**Course Description**

**Overarching Goals and/or Learning Outcomes**

**Required Readings**

**Course Requirements**

**Teaching Methodology**

**Course Design**

Weekly Schedule of Topics, Required Readings, Speakers and/or Experiences and deadlines for Assignments - students need to be given this at the beginning of the semester, and when submitting a course for departmental and AAC approval, it should be submitted, but it doesn't necessarily have to be on the web version

**Grading Policy**

**Explanation of Grades**

Augsburg's grading system uses the following definitions:

Letter Grade	Grade Points	%	Description
A	4.00	93-100%	Highest standard of excellence
A-	3.67	90-92%	
B+	3.33	88-89%	
B	3.00	83-87%	Above basic standards
B-	2.67	80-82%	
C+	2.33	78-79%	
C	2.00	73-77%	Meets basic standards
C-	1.67	70-72%	
D+	1.33	68-69%	
D	1.00	63-67%	Below basic standards
D-	0.67	60-62%	
F	0.00	Under 60%	Unacceptable, no credit

P	0.00		Pass* (Need at least C-)
N	0.00		No pass (D+ or lower)

### **Late Assignments**

You must submit assignments on time. If you need an extension, you must talk to us **in advance** to negotiate a new deadline. If you have not been given an extension in advance and you turn in a late assignment, you will be docked half a grade (from a 4.0 to a 3.5 or 3.5 to a 3.0, 3.0 to a 2.5, 2.5 to a 2.0, etc.) If you are more than one week late, you will be docked a full grade. No assignments will be accepted more than two weeks after the original deadline; a "0" will be given after that. Assignments due near the end of the semester will not be accepted after the last day of the semester.

### **Augsburg Honesty Policy**

You are expected to follow the Augsburg Honesty Policy, which you will find in the Appendices of this manual. Except when the assignment expressly encourages group work, it is assumed that all course work will be your own. You are not to copy the work of others. Your name on assignments will be taken as your "pledge" that you have read the honesty policy, understand it, and are following it. The first occurrence of plagiarism will result in the failure of the assignment. A student who commits plagiarism a second time will fail the course.

### **Students' Rights and Responsibilities**

Students with formally diagnosed learning or physical differences have legal rights to course modifications. If you qualify, please identify yourself to the instructors so that we may assist you with your course progress.

### **Supplemental Reading (Optional)**