**Course Title**

**Course Number  
Semester**

**Meeting Days and Times (if applicable)**

**Instructor:**

**Office Location:**

**Office Hours:**

**Office Phone:**

**E-mail:**

**Course Description**

**Course Outcomes**

**Course textbook and other required materials**

**Course Requirements (Assignments)**

**Grading Scale**

**Course Schedule**

**DSS Statement**

*For University Campus classes*:

Students with Disabilities:

MSU Billings is committed to providing equal access. If you anticipate barriers related to the format or requirements of this course, please meet with me so that we can discuss ways to ensure your full participation in the course. If you determine that disability-related accommodations are necessary, please contact Disability Support Services (657-2283; located in the College of Education, Room 135). We can then plan how best to coordinate your accommodations.

*For City College classes:*

Students with Disabilities:

MSU Billings is committed to providing equal access. If you anticipate barriers related to the format or requirements of this course, please meet with me so that we can discuss ways to ensure your full participation in the course. If you determine that disability-related accommodations are necessary, please contact Disability Support Services (247-3029; located in the Tech Building, room A016). We can then plan how best to coordinate your accommodations.

***Recommended Elements***

(Please see the Syllabus Template Guidebook for examples)

* Covid Policy and link to Covid Central
* Academic Misconduct Policy and link to Academic Conduct Guidelines
* Grading Policies and Procedures
* MSUB Policy regarding “Incompletes”
* Early Alert
* Communication and Email Etiquette