

Course Syllabus
Course ID, Semester / Year
No. of credits
(subject to change)

Instructor:

Class Schedule:

Office Hours:

Contact Information:

I. Course Aims and Description

II. Learning Outcomes

III. Course Policy / Academic Conduct

- (1) Students are expected to **BE ON TIME** for classes. If instructor marked the student absent in case that the student is late for the class, he is considered to be absent for the whole class, unless excused by instructor.
- (2) **ATTENDANCE.** Class attendance is required. If the student misses the class with an excuse, he shall provide necessary documents to prove it within a week after he/she missed a class. If the requirements mentioned above are not observed, student's absence is considered to be unexcused. If the student misses 3 classes without excuse or 50% of the whole course (with and without excuse), student will be given an "X" grade for the course.
- (3) **WRITTEN ASSIGNMENTS** must be submitted to instructor by the deadline. The student may submit assignment late: at the latest by the next day after the deadline before 5 pm, in that case 1 point will be deducted from the final grade for the work (e.g., if your grade is "A" for the work, after deduction, your grade will be "B"). ***This rule applies to any student who was aware or should have been aware of an assignment and the deadline no matter whether he was sick or had any other excuse on the date of a deadline.***
- (4) The student has to follow **ACADEMIC HONESTY** code. All types of cheating (plagiarism etc) **are strictly prohibited**. If a student fails to observe this requirement, instructor may give from an "F" for the work up to an "F" for the whole course depending on the type of assignment and other circumstances.

IV. Teaching methods, and Requirements

V. Course Outline / Course Content and Assigned Readings

VI. Assessment

1) Grading scale:

A	94-100%	B-	77-79%	D+	60-63%
A-	90-93%	C+	74-76%	D	54-59%
B+	86-89%	C	68-73%	D-	50-53%
B	80-85%	C-	64-67%	F	below 50%

2) Grading will be based on following components:

X % - Participation during the classes

X % - Individual presentation

X % - Group Research Work / Paper and presentation (Group project)

X % - Mid-Term

X % - Final Exam

VII. Readings

a. Mandatory

b. Recommended