



1200 West Algonquin Road
Palatine, Illinois 60067-7398

[XXX] Division
Building [X], Room [XXX]
[XXX.XXX.XXXX]
[XXX@XXX.XXX]

TIP 1/8: Include contact information for your division. Can also include or department or program info if available.

College Mission: Harper College enriches its diverse communities by providing quality, affordable, and accessible education. Harper College, in collaboration with its partners, inspires the transformation of individual lives, the workforce, and society.

XXX111-111 Course Name Fall 2021 Course Syllabus

General Course Information

Credit Hours: [REQUIRED, INCLUDE LECTURE/LAB/CLINICAL HOURS WHEN APPLICABLE]

Class Dates: [REQUIRED]

Meeting Times: [REQUIRED, IF APPLICABLE]

Meeting Location(s): [REQUIRED, IF APPLICABLE]

Modality: [REQUIRED – INDICATE Online ANYTIME, Online LIVE, Blended, or Face-to-Face]

Online Expectations: [REQUIRED IF APPLICABLE; IF DESIRED, CAN INCLUDE APPLICABLE DEFINITION BELOW]

TIP 2/8: Look for the credit hours, dates, times, locations and modality by doing a [class search](#) for your course. Contact your department to verify your credit hours breakdown if you are unsure.

Online ANYTIME courses are delivered 100% online, with no required face-to-face sessions or scheduled virtual class times. Classes are taught entirely online following instructor timelines and learning outcomes. Students learn content through videos, and materials posted by the instructor. Interaction takes place through discussion boards and written messages. All assignments are submitted online. Exams and orientations can all be completed virtually in this modality. Instructors may schedule optional synchronous study sessions, as necessary. These classes are denoted on the schedule with a “W” in the section number (ex. ENG 101 W01).

Online LIVE courses are delivered 100% online using “real-time” synchronous sessions (specifically scheduled virtual class times for online interaction between the instructor and/or the class). Class meeting times are designated in the schedule. Exams and orientations can all be completed virtually in this modality. Online LIVE classes allow for engagement in a remote classroom such as Zoom, WebEx, or Blackboard Collaborate. All classes are denoted on the schedule with an “S” in the section number (ex. ENG 101 S01).

Blended classes consist of both on-campus face-to-face meetings and online instruction. The amount of time spent on campus is less than a traditional face-to-face class and the remaining amount of time for the course is completed in an online asynchronous environment. Instructors may schedule optional synchronous study sessions, as necessary. These classes are denoted on the schedule with a “B” in the section number (ex. ART 291 B01).

Last Day to Drop for 100% Refund: [REQUIRED]

Tip 3/8: Locate the current semester’s withdrawal dates on the [Refund, Withdrawal, and Financial Aid Dates page](#).

Last Day to Withdraw: [REQUIRED]

Instructor Information

Name: [REQUIRED]

Prefer to be Addressed As: [XXX]

Phone: [REQUIRED]

Email: [REQUIRED]

Office Hours: [XXX]

Office Hours Location: [E.G., COLLABORATE ULTRA, WEBEX, OR OFFICE LOCATION AS APPLICABLE PER COVID-19 GUIDELINES]

Preferred Method of Communication: [REQUIRED]

Course Description

Course Description: [REQUIRED, INCLUDING IAI DESIGNATION IF APPLICABLE, MUST MATCH CURRENT CATALOG AND CURRICUNET COURSE OUTLINE]

Prerequisites: [REQUIRED, INCLUDING IAI DESIGNATION IF APPLICABLE, MUST MATCH CURRENT CATALOG AND CURRICUNET COURSE OUTLINE]

Course Outcomes: Upon successful completion of the course, students should be able to:

1. [REQUIRED, AS LISTED IN CURRENT CURRICUNET COURSE OUTLINE]
2. [XXX]
3. [XXX]
4. [XXX]

Other Requirements: [XXX]

Expected Technical Skills: [XXX]

Tip 4/8: Look for the course description, including prerequisites and IAI designation (if applicable), in the current [course catalog](#) and in [CurricuNet](#). Click on "Course" under "Local Search" to begin searching CurricuNet.

Tip 5/8: To locate your course outcomes, contact your Division office. Or, you can access the outcomes in [CurricuNet](#). Click on "Course" under "Local Search" to begin searching CurricuNet.

Instructional and Technological Information

Required Materials

Readings:

Title: [REQUIRED, IF APPLICABLE]

Author: [REQUIRED, IF APPLICABLE]

ISBN: [REQUIRED, IF APPLICABLE]

Tip 6/8: Versioning by month or specific date can help you track any changes you make to your syllabus over time. You will need to enter the version number/date on both the first and second page of the syllabus before it auto-fills the remaining pages. Double click on version to make it editable in the document footer.

Publisher: [XXX]

Publish Date/Edition: [XXX]

Textbook Website: [XXX]

Instructor Note: [XXX]

Technology:

- [REQUIRED, IF APPLICABLE; IF DESIRED CAN USE PROVIDED BLACKBOARD VERBIAGE HERE]
This course will use the [Blackboard](#) learning management system to facilitate coursework and virtual classroom interaction. For the best experience with Blackboard, you will need a device with access to the internet and a compatible internet browser. Please visit [Blackboard's Browser Support page](#) to see the current list of browsers and browser versions that are supported. Blackboard has limited functionality on mobile devices, but there is a student Blackboard App available for iOS and Android devices in the Apple App Store and Google Play. Visit the [Blackboard App website](#) for more information. You can contact the [Student Service Desk](#) at 847.925.6866 or studentsd@harpercollege.edu with any Blackboard technical questions.
- [XXX]
- [XXX]

Other Materials:

- [REQUIRED, IF APPLICABLE]
- [XXX]
- [XXX]

Recommended Materials

Readings:

Title: [XXX]

Author: [XXX]

ISBN: [XXX]

Publisher: [XXX]

Publish Date/Edition: [XXX]

Textbook Website: [XXX]

Instructor Note: [XXX]

Technology:

- [XXX]
- [XXX]
- [XXX]

Other Materials:

- [XXX]
- [XXX]
- [XXX]

Course Assessments

Assessment Overview

Grading Criteria:

Grading Categories	Points/Percentage
1. [Grading Category]	[XXX]
2. [Grading Category]	[XXX]
3. [Grading Category]	[XXX]
4. [Grading Category]	[XXX]
5. [Grading Category]	[XXX]
6. [Grading Category]	[XXX]
7. [FINAL EXAM DATE REQUIRED]	[XXX]
Total Points	[XXX]

Grading Scale [REQUIRED]:

Final Grade	Points	Percentage
A	[XX] – [XX]	[XX] – 100%
B	[XX] – [XX]	[XX] – [XX]%
C	[XX] – [XX]	[XX] – [XX]%
D	[XX] – [XX]	[XX] – [XX]%
F	[XX] – [XX]	0 – [XX]%

Category Descriptions

1. [Grading Category]: [XXX]
2. [Grading Category]: [XXX]
3. [Grading Category]: [XXX]
4. [Grading Category]: [XXX]
5. [Grading Category]: [XXX]
6. [Grading Category]: [XXX]
7. [Grading Category]: [XXX]

Assessment Policies

Grading and Feedback: [XXX]

Late Work Policy: [REQUIRED]

Missed Assessment Policy: [XXX]

Course Surveys (Student Opinionnaires of Instruction): Near the end of this course, you will be invited to participate in a survey. The feedback you provide is valuable to me, as your instructor, as well as Harper College. The comments you share are completely anonymous and the compiled confidential results will not be released until after final grades have been posted for the entire semester. You may access the survey through a link you will receive in your Harper College Gmail account or directly via Blackboard. Surveys are *usually* available three weeks before the last day of class. To check a survey's availability in Blackboard, select the SOI- COURSE SURVEY link in the course menu. Surveys are only visible when they are available. *Note: Course surveys are administered in Fall and Spring semesters only.*

Course Culture

In Our Course

What to Expect from Your Instructor: [XXX]

Attendance: [REQUIRED]

Course Conduct: All participants in this course are expected to follow the [Student Code of Conduct](#) and other applicable College policies. All are expected to contribute to an environment that maximizes students' ability to learn and the instructor's ability to teach. Examples include:

- Arriving and leaving class at the scheduled times
- Using electronics in a way that minimizes distractions to others
- Participating respectfully in class discussions
- Refraining from yelling, cursing, or aggressive behavior
- Refraining from name calling, using profanity, posting inappropriate material, and typing in all capital letters when interacting online

Tip 7/8: These are suggested examples of behavioral expectations. They may be modified to fit your course.

Open discussion and disagreement are encouraged when done respectfully and in the spirit of academic discourse. There are a variety of behaviors that, while not against a specific College rule, may create disruption in this course. Students whose behavior is disruptive or who fail to comply with the instructor may be dismissed from the class for the remainder of the class period and may be required to meet with the instructor or Dean prior to returning to the next class period. If necessary, referrals may also be made to the Student Conduct process for violations of the Student Code of Conduct.

Dispute Resolution: All Harper students have the right to express their concerns regarding their experience in the classroom, including the assessment of their performance or difficulties with other students. Students should first contact their instructors with any questions or concerns. If students and instructors cannot resolve concerns together, students should follow the [Student Academic Complaint Process outlined in the Student Handbook](#).

At Our College

Academic Dishonesty [REQUIRED]: The College reserves the right to set and communicate reasonable standards of behavior. Students are expected to uphold college standards related to academic honesty. The following behaviors, as outlined in the [Student Code of Conduct](#), are considered academic dishonesty and are prohibited. Examples are provided to illustrate the specific prohibition and are not intended to be all-inclusive.

- Cheating (accessing or using unauthorized materials or information)
- Plagiarism (reproducing someone else's words or ideas without accurate acknowledgment)
- Falsifying information (providing untrue information)
- Unauthorized collaboration (getting assistance or sharing work without permission)
- Facilitating academic dishonesty (participating in an act that creates an unearned advantage for someone)

Student Code of Conduct: Harper College encourages the intellectual and personal growth of its students as scholars and as citizens. The College has both the authority and responsibility to maintain a campus community where the educational programs can flourish for all students and where individual rights, personal and collective safety, and College operations are appropriately protected. It is a choice to attend Harper College and by doing so, students assume the obligations (including standards for behavior) imposed by the College.

Harper College students and student organizations are expected to act in accordance with the policies, rules, regulations, laws, and requirements of Harper College, municipalities and counties, the State of Illinois, and the United States. The [Student Code of Conduct](#) and related information at the [Harper Student Conduct resource page](#) outlines these expectations and provides resources and reporting options for students.

Equal Educational Opportunity Statement [REQUIRED]: In providing educational programs and opportunities, the College will not discriminate against any individual on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, gender-related identity, disability, unfavorable discharge from military service, or any other legally protected category. It is the intent of the Board of Trustees to comply with all applicable local, state, and federal statutes, regulations and ordinances prohibiting such discrimination.

If you believe you have experienced discrimination or harassment (whether on or off campus) that affects your ability to participate in class or any of Harper College's programs, please seek assistance from any of the following resources:

- For gender-based or sexual misconduct (including sexual assault and sexual harassment) by any person, visit the [Harper College Title IX resource page](#) to learn more about your support and reporting options.
- For any other harassment/discrimination by an employee, contact the College's Chief Human Resources Officer at 847-925-6216.

Please be advised that faculty members are required to report to the College if they learn that a crime, harassment, or discrimination may have occurred.

Student E-mail Notifications & Privacy: All notifications related to student registration or other business activities are sent to students via their Harper College email account (XXXX@mail.harpercollege.edu) that is assigned to students upon registration. Students access this account via an icon in the student portal (where you registered for classes). Please check this e-mail frequently. To forward e-mails from this account to a personal email account please [follow these instructions](#).

Please be advised that your education records are subject to a federal privacy law called the Family Education Rights and Privacy Act (FERPA). As a result, please be aware that you (not your parent(s), spouse, or other such person) will generally need to be the one to ask questions, file complaints, or otherwise interact with the College and faculty about your academic performance in this class.

Blackboard Privacy and Accessibility Statements: Blackboard is the learning management system used at Harper College. It provides a secure Web space for delivery of instructional course materials. Blackboard's [privacy statement](#) and [accessibility statement](#) are available for review.

Copyright Statement: The materials on this course website are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated. For more information, please visit the [Harper College Copyright/Fair Use resource page](#).

Student Support Resources – Fall 2021

Please note: As on-campus activity changes in response to the COVID-19 pandemic, Student Support resources may adjust accordingly. Information about all student support resources can be found on the [Student Support Services page](#).

Student Success

Academic Advising: Students are encouraged to meet regularly with their assigned academic advisor and can schedule through the MyHarper Student Portal or by calling 847.925.6220 to learn more about options for virtual and in-person appointments. Students who do not have an assigned academic advisor can contact Advising Services to schedule an appointment.

- Phone: 847.925.6220
- To learn more visit: [Advising Services](#)

Access and Disability Services [REQUIRED]: Harper College strives to make all learning experiences as accessible and inclusive as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let Access and Disability Services (ADS) know immediately at 847.925.6266. ADS will privately discuss the options you have, including possible accommodations. You are encouraged to register with ADS by filling out the online application that can be found on the ADS website. Once approved by ADS, please make arrangements with your instructor as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. In-person and virtual appointments are available.

- Phone: 847.925.6266
- Email: ads@harpercollege.edu
- To learn more visit: [Access and Disability Services](#)

Military and Veteran Students: If you are a member of the military community, and are in need of accommodations for Drill schedules, calls to active duty, complications with GI Bill disbursement, and other unforeseen military and veteran related developments contact your **Academic Advisor**. For opportunities to connect, participate in activities and workshops with other Veteran and Military Connected Students (spouse, parent, sibling) contact us below.

- Phone: 847.925.6555
- Email: jmolina@harpercollege.edu
- Follow us on Instagram: [@Harpercollegesva](#)

OneStop: The OneStop is available by phone, email, or chat to help with registering for classes, updating records, financial aid and payment plans. They can help answer your questions or point you in the right direction.

- Phone: 847.925.6170
- Email: onestop@harpercollege.edu
- To learn more visit: [One Stop](#)

Library: The Library offers various services to support students including access to resources, study spaces, computers, course reserves, research help, and technology loans. Students can request library materials for pickup through their [Library account](#). Research assistance is available through in-person, [live chat](#), [email](#), and [online research appointments](#). Visit the Library website (see link below) to learn more and view our current hours.

- Phone: 847.925. 6584
- Email: library@harpercollege.edu
- To learn more visit: [Harper College Library](#)

Technology Loan Request: The Harper College library has Chromebooks, wi-fi hotspots and graphing calculators available for semester-long loans. Equipment is available through the library while supplies last. Students must be registered for the Fall 2021 semester to borrow equipment.

Students that request materials will be contacted by a Harper College Library representative as soon as possible. Students will receive an email to agree to the loan terms and will then receive an email when their items are ready for pick up. Please do not come to campus until you receive an email that your hold is ready with detailed pick-up hours and instructions. Thank you for your patience as we process your request. Please submit a [Library Technology Loan Request](#) to begin this process.

- Phone: 847.925.6584
- Email: semesterloantech@harpercollege.edu

Academic Support Center: The Academic Support Center offers Online Tutoring (free for all Harper students), the Anatomy Room, the Developmental Math Center, Supplemental Instruction, Success Services, Tutoring Center, and Writing Center. For appointments: 1) Log in to your MyHarper Student Portal; 2) Click on Academic Success; 3) Click on Schedule an Appointment. For drop-in tutoring: 1) Visit harpercollege.edu/academicsupport; 2) Click on Live Chat; 3) Click on link to join tutoring session.

- Phone: 847.925.6539
- Email: academicsupportcenter@harpercollege.edu
- Live Chat: harpercollege.edu/academicsupport
- To learn more and view our current schedules visit: [Academic Support Center](#)

Student Service Desk (Computer Help): The Student Service Desk assists all students by providing information and support for Harper Student E-mail Accounts, MyHarper Student Portal, and Blackboard.

- Phone: 847.925.6866
- Email: studentsd@harpercollege.edu

Computer Labs: Campus labs are staffed to assist students with logging on and off, accessing specific applications and printing their work. Labs are open to all currently enrolled Harper students.

- To learn more visit: [Harper College Computer Labs](#)

Job Placement Resource Center (JPRC): Assists students to become successful in their search for employment opportunities. Help is available with resumes, interviewing, job search, co-ops and internships, and on-campus employment as Student Aides. Students can take advantage of JPRC services by scheduling an appointment.

- Phone: 847.925.6400
- To learn more visit: [Harper College JPRC](#)

Student Safety and Wellness

Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, mental health, alcohol or other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help is a courageous thing to do for yourself and those who care about you. Please reach out for support. We offer the following resources:

Hawks Care: It can be hard to focus on school when you are worried about everyday life. Maybe you are not sure how you can pay for school, while also paying for everyday expenses or your monthly bills. Maybe you are worried about the cost of food, or if your car can reliably make it to and from campus. Maybe you don't have the supplies you need for school, like a laptop or Wi-Fi internet connection, etc. Hawks Care at Harper is here to help! A private conversation with someone who cares can connect you to community and campus resources. Hawks Care also has limited financial support for unexpected needs.

- To learn more visit: [Hawks Care](#)
- Phone: 847-925-6393

Counseling Services: Counseling Services promotes the academic success and personal well-being of students by providing short term personal counseling and wellness support along with career and educational counseling. Services are available to currently enrolled students and are free of charge. Harper students also have free access to WellTrack, a mobile app with self-help tools and resources anytime, anywhere.

- Additional information about [WellTrack](#)
- To learn more visit: [Counseling Services](#)
- Phone: 847.925.6393

Harper Wellness: Harper College is committed to providing a campus culture and environment that strives to promote and enhance the overall wellness of its students, staff, faculty and surrounding community. Harper Wellness provides various programs, events and resources so everyone is supported and best prepared to LEARN WELL. WORK WELL. and LIVE WELL. (Please note that individual services are provided through Counseling Services)

- Phone: 847.925.6963
- To learn more visit: [Harper Wellness](#)

Community Resources: A variety of community-based resources are available to help students in need: [Community Resources for Students](#)

Harper Early Alert Team (HEAT): HEAT is a multidisciplinary campus threat assessment and behavioral intervention team that guides the campus community in effectively assessing and addressing threatening and/or concerning behaviors. HEAT strives to assist the campus in intervening with someone before their behaviors reach a critical level.

- To learn more or to report a threat: [Harper College HEAT](#)

Harper College Police: Contact the Harper College Police for emergency assistance or to report a crime.

- Phone: 847.925.6330

XXX111-111 Course Name
Fall 2021 Course Schedule [REQUIRED]

Week	Topics/Outcomes	Class Activities	Due Dates/Assignments
Week 1 [M/DD-M/DD]	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • Due [M/DD]: [XXX] • Due [M/DD]: [XXX] • Due [M/DD]: [XXX]
Week 2 [M/DD-M/DD]	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • Due [M/DD]: [XXX] • Due [M/DD]: [XXX] • Due [M/DD]: [XXX]
Week 3 [M/DD-M/DD]	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • Due [M/DD]: [XXX] • Due [M/DD]: [XXX] • Due [M/DD]: [XXX]
Week 4 [M/DD-M/DD]	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • Due [M/DD]: [XXX] • Due [M/DD]: [XXX] • Due [M/DD]: [XXX]
Week 5 [M/DD-M/DD]	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • Due [M/DD]: [XXX] • Due [M/DD]: [XXX] • Due [M/DD]: [XXX]
Week 6 [M/DD-M/DD]	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • Due [M/DD]: [XXX] • Due [M/DD]: [XXX] • Due [M/DD]: [XXX]
Week 7 [M/DD-M/DD]	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • Due [M/DD]: [XXX] • Due [M/DD]: [XXX] • Due [M/DD]: [XXX]
Week 8 [M/DD-M/DD]	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • Due [M/DD]: [XXX] • Due [M/DD]: [XXX] • Due [M/DD]: [XXX]
Week 9 [M/DD-M/DD]	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • Due [M/DD]: [XXX] • Due [M/DD]: [XXX] • Due [M/DD]: [XXX]
Week 10 [M/DD-M/DD]	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • Due [M/DD]: [XXX] • Due [M/DD]: [XXX] • Due [M/DD]: [XXX]
Week 11 [M/DD-M/DD]	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • Due [M/DD]: [XXX] • Due [M/DD]: [XXX] • Due [M/DD]: [XXX]
Week 12 [M/DD-M/DD]	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • Due [M/DD]: [XXX] • Due [M/DD]: [XXX] • Due [M/DD]: [XXX]
Week 13 [M/DD-M/DD]	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • Due [M/DD]: [XXX] • Due [M/DD]: [XXX] • Due [M/DD]: [XXX]

Week	Topics/Outcomes	Class Activities	Due Dates/Assignments
Week 14 [M/DD-M/DD]	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • Due [M/DD]: [XXX] • Due [M/DD]: [XXX] • Due [M/DD]: [XXX]
Week 15 [M/DD-M/DD]	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • Due [M/DD]: [XXX] • Due [M/DD]: [XXX] • Due [M/DD]: [XXX]
Week 16 [M/DD-M/DD]	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • Due [M/DD]: [XXX] • Due [M/DD]: [XXX] • Due [M/DD]: [XXX]
Finals Week [M/DD-M/DD]	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • [XXX] • [XXX] • [XXX] 	<ul style="list-style-type: none"> • Due [M/DD]: [XXX] • Due [M/DD]: [XXX] • Due [M/DD]: [XXX]

XXX111-111 Course Name
Fall 2021 Statement of Understanding

Tip 8/8: While not required, utilizing a Statement of Understanding is a best practice at Harper College. Consider separating this page from the syllabus for easier completion for students. Also consider modifying it to fit the needs of your course.

Documentation of Understanding

Syllabus Receipt

_____ I acknowledge that I have received and reviewed the course syllabus for _____ (course ID and name), _____ (semester and year).

My course meets on _____ (days) at _____ (time) in room _____.

My course is online, and can be accessed at [Harper's Blackboard site](#)

Syllabus Acknowledgement

_____ I have read the syllabus (either in paper or online), and I understand the classroom policies, instructor's expectations, and rules as stated in the syllabus for this course.

_____ I understand that I am responsible to complete all homework assignments, in-class activities, and class assessments by the due dates as outlined in the syllabus.

_____ I understand that attendance and participation in all course activities is essential for my success in this course.

_____ If I have any questions or concerns, I will contact the instructor for further explanation.

Student Signature

Print/Type Name: _____

Signed: _____ **Date:** _____

(If submitted electronically, the typed name plus submission of this statement in Blackboard or to the instructor via email constitutes student signature).