SCHOOL NAME

COURSE NAME

YEAR

**Instructor**

Sinclair Johnston, OFFICE INFO

Phone: (630) 991-1322,

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Social Media: <https://www.facebook.com/sinclair.johnston>

Office hours: OFFICE INFO

**Time and Place**

COURSE LOCATION AND TIME

**Course description**

Prerequisite: PRE-REQ

COURSE DESCRITION

**Goals**

Students will:

* learn basic concepts of COURSE NAME
* STANDARDS
* BENCHMARKS
* OTHER

To accomplish these goals, the following topics will be studied:

* UNIT 1
* UNIT 2
* UNIT 3
* UNIT ECT

**Textbook & Resources**

Textbook (required): TEXTBOOK NAME

Textbook web site: WEBSITE

Help web site: sinclairjohnston.com

ISBN: FILL IN ISBN

**Help**

*Office Hours:* OFFICE HOURS

I am happy to make appointments for other times.

*Tutoring*: LOCATION

TIME

*Disabilities*: We accept and appreciate diversity in our students, including students with disabilities. If you have a documented disability, would like to be evaluated, or would like to discuss accommodations, please talk with me and the principle.

**Grading system**

PERCENTAGE BREAKDOWN OF GRADES

**Attendance**

Regular attendance is expected. An excessive number of absences may result in a failing grade. During class please turn off all electronic devices unless required for class participation.

**Homework**

I will assign and collect homework frequently. The assignments and due dates will be announced in class and posted on facebook. If you make an honest effort to do the homework but your work shows that you didn’t understand it, I may ask you to redo your paper. Please be neat and show your work appropriately -- sloppy or incomplete papers may be rejected with no credit.

Late homeworkwill not be accepted except for special cases or at my discretion. Your two lowest homework scores will be dropped. The main purpose of the throw outs is to allow for excused absences, but they provide mercy for unexcused circumstances too. Exceptions to this late homework policy may be considered (but not guaranteed) for required school-sponsored trips and extended absences due to illness or other situations.

**Quizzes**

Occasionally I will give a quiz, often at the beginning of class. Quizzes may or may not be announced in advance. No make-up quizzes will be given but your two lowest quiz scores will be dropped.

**Tests**

We will have unit tests and a final exam. If you miss a test due to a school-sponsored trip, illness, or other circumstances beyond your control, you may request an excused absence by contacting me *in advance or as soon as possible after the test, preferably the same day as the test. In the case of school-sponsored trips, please contact me a week in advance.* Please give me a written explanation. If I excuse your absence, I will give you a make-up test or use your final exam score for the missed test.

**Calculators**

You may use a scientific or graphing calculator for all homework, quizzes, and tests unless otherwise instructed. Even though you use a calculator, you should show your work or explain how you obtained your results.

**Academic Integrity**

I expect you will demonstrate your ability to think clearly and exhibit personal and moral integrity in every sphere of life. In this course, you may work together on homework but simply copying another person's work is prohibited. Cheating on homework, quizzes, or tests will result in a grade of zero on the assignment or test and possibly a failing grade in the course.