[Insert Title of Course]
[Insert Course Number and Section]
[Insert Class Days and Times]
[Insert Preferred Meeting Location]
[Insert Preferred Class Size]
[Insert Certification Needed to Teach Course, if required]

Instructor Contact Information
[Insert Instructor Name]    [Insert Phone Number]
[Insert E-mail Address]

Course Objectives
[Insert brief overview of what will be covered in the class.]
At the end of this course, you will [Insert bulleted instructional goals below.]
  •  know...
  •  be able to...
  •  understand...

Grading Policy
  •  Student instructors will receive their attendance roster by Week 1. They may use Moodle to access class rosters and send distribution emails. Student instructors are required to return their attendance roster by the end of Week 10.
  •  Students are only allowed to miss 2 classes out of the 18 to receive PE credit, requiring in-class participation and effort.
  •  Taking attendance is required.

Prerequisites
[Insert, if any]

Needs and Resources
[Insert equipment that will be provided and what needs to be brought to each class.]

Class Format
[Insert daily routine – when students should arrive and when class will end. Other important considerations that may affect class (weather, holidays, etc.)]

Course Topics and Activities
[Insert planned course outline – with dates, if possible. Include topics to be covered (and their order), scheduled quizzes and exams, long-term assignments due dates, and such special events as field trips and guest lecturers.]