

Sample Syllabus

Professional Learning Academy

All assignments are due by 11:59 p.m. on May 17, 2020 (no exceptions). However, you may submit assignments earlier. All assigned learning experiences require you to submit a response.

Unless otherwise noted, responses should be:

- Minimum of One Page in Length (not including title or original prompt)
- Typed
- Times New Roman
- Double-Spaced
- 12-point font
- A Microsoft Word Document (.doc or .docx)
- 1" margins on all sides

Responses must be submitted to the instructor through Canvas. Responses are pass/fail and should clearly demonstrate the completion of the assigned activity and your reflection on the assignment. If you turn in a response, your grade will post as 100 points. If you do not turn in a response, you will get 0 points. You must have 100 points for every assignment in order to receive a certificate of completion for the course. **Your certificate will be mailed to you at the end of the six-week course.**

Although this is a non-credit course, professionalism is expected of your actions, language, and effort. Students have an obligation to exhibit honesty and to respect ethical standards in carrying out academic assignments. **Copying other participants' work or plagiarizing from other sources will result in a grade of zero points and no credit will be given for the assignment.**

If you have any questions, please email pl@muw.edu.