

Course Syllabus Distribution

Date: [Insert Date]

Dear Part-Time Students,

We are pleased to provide you with the syllabus for the upcoming semester. This document outlines the course objectives, requirements, and important dates you need to be aware of.

Course Information

- **Course Title:** [Insert Course Title]
- **Instructor:** [Insert Instructor Name]
- **Email:** [Insert Instructor Email]
- **Office Hours:** [Insert Office Hours]
- **Class Meeting Times:** [Insert Class Meeting Times]

Course Syllabus Highlights

The syllabus includes:

- Course Description
- Learning Objectives
- Grading Policies
- Required Materials
- Week-by-Week Schedule

Please review the syllabus carefully. If you have any questions, do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Institution Name]