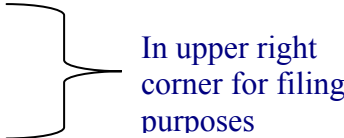


Syllabus Outline

The syllabus sections listed below are required on every course syllabus. Naturally every instructor may add any sections that are necessary as well as use any readable font style.

Required Sections:

1. **Course number and title**
 2. **Credit hours**
 3. **Semester and year**
 4. **Instructor name**
- 
- In upper right corner for filing purposes
5. **Introduction**
 - Class meeting days and time
 - Instructor office hours
 - Instructor telephone & E-mail (optional)
 6. **Required materials** {Text(s) including authors, title, and edition; supplies; equipment; and/or other special requirements.}
 7. **Course description and prerequisites** (Basic information may be taken from the *Bulletin*; however, be aware that information is very limited. Additional information may be necessary.)
 8. **Rationale**—Explain how the course fits into the curriculum as well as why the course has value in and of itself.
 9. **Learning outcomes**—If multiple sections, be sure to check with the program or area coordinator to assure consistent outcomes among different sections of the same course.
 10. **Assessment**— Students have an important, active role in assessment. Assessment is an on-going process in every curriculum and course. Assessment activities are not the same as exams or other individual student performance evaluations used to determine students' grades. Assessment activities allow for systematic measurement of the effectiveness of different teaching techniques and tools in helping students grasp key concepts, skills, and/or information in a given course. Instructors use data from assessment activities to modify how the course is taught to continuously improve student understanding and mastery of course material. Therefore, students should give their best effort to their role in assessment.
In this course, assessment activities will include the following:
 11. **All course requirements.**
 12. **Content outline** of course including critical dates (assignments due dates, tentative exam dates, holidays, or days when class will not meet, etc.)
 13. **Evaluation strategies/grading criteria**—including grading scale and percentage weights of all components of the final grade. Also include policies for accepting/evaluating assignments submitted after due dates, exam makeup policies, etc.