

Format for Course Syllabus

Course Prefix, Number, Title, Credit Hours

University Name

Academic Term, Year

Course Meeting Time and Location

Instructor's Contact Information

 Name

 Office location

 Office hours

 Office phone number

 Email address

Course Description

 Catalog description

 Additional course description (optional)

Course Prerequisites

 Previous courses/experience

 Technology skills

Description of Instructional Methods

Course Requirements

 Required textbook(s) and other materials

 Supplementary materials

 Class attendance policy

 Cheating and plagiarism policy

 Make-up policy

Course Goals

 Include specific reference to System General Education Goals if applicable.

Student Learning Outcomes

Evaluation Procedures

 Assessments

 Tests, projects, assignments, etc.

 Performance standards/grading policy

ADA Statement

Tentative Course Outline/Schedule

Freedom in Learning Statement

Updated AAC September 2006