

Syllabus Template

- I. Course Number:**
- II. Course Title:**
- III. Semester Credit Hours:**
- IV. Course Description:** One paragraph description to be used on syllabus and in the university catalog. State any prerequisites such as courses, admission into a program, graduate standing, etc.
- V. Required Textbooks/Resources:** May use textbooks, websites, or selected readings, and/or other specific resources.
- VI. Student Learner Outcomes:** List of objective statements or what a student will know and/or be able to do as a result of this course; the competencies students must achieve.
- VII. Course Outline:** Major topics and subtopics in the course. Clarify delivery and assessment systems for all activities.
- VIII. Course Requirements:** Specific expectations that are required such as attendance, assignments, projects, etc. Graduate courses must include a description of graduate level rigor.
- IX. Means of Evaluation:** Criteria for mastery of the Student Learner Outcomes. For example participation, exams, essays, assignments, projects, and/or presentations.
- X. Grading Scale**

Additional Requirements for Web-Based Course Syllabus

XI. Faculty Office Location and Contact Policy

List the office number and explain faculty-student contact policy considering the online nature of the course.

XII. Technical Assistance Information

The nature of the technical assistance available to class members should be explained. List the telephone and email contact information for help with technical problems, and explain the limitations of tech support responsibilities. **Use required statement.**

XIII. Technical Requirements

Detail nature of computer access necessary for success within the course. Include any minimum connection speed or other standards necessary for course participation. **Use required statement.**

XIV. Complete Course Schedule

Provide a semester calendar, including an outline of course content, due dates for assignments, examination dates.

XV. Participation Policy

- a. Explain the nature of participation expected for students in the course. This should include such items as discussion board participation, collaborative projects, library or research components, and any other pertinent tasks.
- b. **Course Etiquette:** Explain the conduct expected of students when interacting online with other class members or with the instructor.
- c. **Discussion Board Standards:** Explain the expectations for online discussions in terms of the frequency, manner, and nature of discussion content expected by students. Include any established standards for time and content of discussion participation, if applicable.