

Course Title

Course Number
Semester and Year

Instructor's Name
Office Number, Hours, Phone

Introduction

Briefly state the overall purpose of the course.

Objectives

State specifically what you hope to accomplish through the course in terms of the students' skills and/or content.

Text(s)

Give complete and current bibliographic information about the texts you have chosen. Specify whether the text is required or optional and whether it is to be purchased or used through library reserve.

Course Content

Identify the main topics, units, problems, projects, or other logical sections into which the subject matter is divided (his information may be provided already under "Objectives").

Course Requirements and Grading

Explain clearly what you require from the students. If you require attendance or vocal participation in class, for example, make this clear. Make clear to students the basis for grading and the relative importance of the requirements and standards for earning an A, B, C, etc. Specify the due dates for assignments and the examination dates. Be sure to specify the format for assigned papers and make clear your expectations for organization, content and length.

Course Schedule

Provide students with a schedule for reading and other assignments and examinations. Specify the reading assignments and whether they are in the text(s) or on reserve in the library.

Bibliography, Related Materials

If appropriate to the course, compile a short bibliography limited to ten to fifteen of the most important references or significant related materials.