Basic Course Information

Instructor
Your full name and title
Office location(s)
location of accessible entrance?
Office telephone number
E-mail address
Office mailing address + campus zip code
Office hours and other available times
Teaching assistants' names and contact information

Course Information
Course number, department and title, section no.
Number of credits
Catalog description
Prerequisites
Types of students for whom the course is intended
Class meeting times
Class meeting location(s)
Out-of-class activities required

Textbook and Supplemental Resources
Required textbook (title, edition, author, publisher)
where available
estimated cost
Supplemental readings
on reserve in the library
comprehensive bibliography/reading list
instructor's personal library available to students
Other required materials
Fees, additional expenses

Course Purpose, Goals, Objectives

Course Description

Your Teaching Philosophy

General Course Goals and Specific Objectives

Behavioral Objectives

How the Course Fits into the “Big Picture”
Relation of course to program goals
Relation of course to other courses
Relation of course to student development
Instructional Methods

Description
Lecture
Discussion
Group Work
Service Learning
Journaling

Rationale
How Methods Will Help Achieve Course Objectives

Policies and Expectations

Learning Expectations

Assignment Deadlines, Tests, Makeup Work

Attendance, Class Participation

Academic Honesty

Classroom Decorum

Assignments, Activities, Calendar, Course Content Outline

Student Assignments and Activities
Readings
Written projects
Oral reports
Tests, quizzes
Projects
Laboratories
Field experiences
Journals

Calendar
Due dates for major assignments/projects
Dates for exams/tests/quizzes
Vacation/no class dates
Dates for field trips, special activities

Content Outline
Outline of discussion topics, activities
Relevance of content topics to objectives
Special vocabulary or terminology

Assessment, Feedback, and Evaluation
Feedback
Grading System
point distribution
what counts (course work, attendance, participation, etc.)
scoing rubric
Description Of Non-Graded Feedback
Methods for Communicating with Instructor
personal conferences
e-mail communication
periodic course assessments from students

Methods of Evaluating Learning Outcomes
Quizzes/tests/exams
Papers, oral reports
Projects
Performance

Learning Facilities and Resources
Library policies
Laboratory policies
Computer use/availability
Learning assistance available
Study groups