

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.)
 - scoring 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