

## COURSE SYLLABUS – APPROVED FORMAT

### General Information

- Name of college and department
- Course prefix, number, and title
- Semester in which course will be offered
- Clock hours, credit hours
- Instructor's name
- Office address
- Office hours

### Course prerequisites

### Course description

### Student Learning Expectations/Outcomes for this Course

### Course structure/approach

### Textbook and required materials

### Recommended optional materials/references (attach reading list)

### Course outline

### Assessment of Student Learning Outcomes

- Methods of Assessment
- Timeline for Assessment

### Grading System

### Course policy

- Retests/makeup tests
- Attendance
- Statement on plagiarism and cheating

University policies: Attach the Safe Working and Learning Environment, Students with Disabilities, Institutional Review Board, and Academic Integrity policies or reference them on the syllabus.

### Other