

Guidelines for Course Syllabus Summary that Accompanies Course Action Forms

Course Number:

Course Title:

Course Goals and Description: Briefly describe the course content, the goals, and desired objectives of the course. How might stated learning goals and objectives be assessed?

Prerequisites: Explain what subject background and/or courses the student should be familiar with in order to comprehend the material presented in this course. Also indicate, if appropriate, if the student should have upper- or lower-division standing in a specific area.

Topical Outline for Lectures: Provide a list of major topics to be covered in the course. It is recognized that the specific combination of topics may vary to some degree from quarter to quarter and from instructor to instructor. This list should include those topics most likely to be covered in all offerings of the course.

Topical Outline for Other Course Components (Laboratories, Field Trips, Discussions, etc.): If applicable, provide a list of major topics to be covered in the laboratory, field trip, and discussion portions of the course. As discussed in the preceding section, it is recognized that the specific combination of topics may vary to some degree from quarter to quarter and from instructor to instructor. This list should include those topics most likely to be covered in all offerings of the course.

Grading and Course Requirements: Indicate activities that contribute to the workload of students in the course and explain the basis for determining grades. (e.g., papers, problem sets, reports, examinations, participation, attendance, etc. and the percentage of the course grade that corresponds to each of the items that are used to determine the grade.)

Reading List and/or Texts: List the text(s) and/or some of the key readings that will be required. A full bibliography is not necessary.

Explanation of Potential Course Overlap: Compare this course with apparently similar existing courses in the same department or in other departments on campus, indicating the degree of overlap, justification for the overlap, and the unique contribution of the proposed course. If no overlap is foreseen, this should also be indicated.

APPENDIX D

Concurrent Enrollment (graduate/undergraduate): Concurrent course forms are submitted simultaneously. An explanation/clarification of the distinction between graduate and undergraduate grading criteria must be included.

Note: This outline is intended to be a synopsis of the course syllabus and should be no more than two pages in length. School/departmental committees may require additional specific information.

Approved March 1995