

# Syllabus Template

(Adapted from NCATE guidelines and *Alverno College Guidelines for Syllabi and Course Materials*)

[Course Number, Title, Section]

[Semester, Year]

Class Meeting Time(s):

Classroom/Lab:

Instructor:

Office and Telephone:

Office Hours:

Email:

Course Description:

[Engages students in the course and discipline. Gives them a picture of what they will be doing, and the main concepts and frameworks they will be using.]

Required texts and readings:

Competencies:

[Which of the LeMoyné-Owen Student Competencies are developed and/or assessed?]

Department/Program Outcomes:

[Which of the Department or program outcomes are developed and/or assessed?]

Course Outcomes:

[What will a student be able to do after successfully completing the course?]

Instructional Strategies:

[How will learning occur: Lecture, online discussion, small group work, course projects, etc?]

Assessment and Assignments:

[How will you determine whether students have met course outcomes or mastered levels of the competencies? Format, timing, revision, and other descriptions are useful. This information could also be integrated into the competency and outcomes listed above. This section may list specific directions and criteria or may refer students to their source.]

Course Requirements/Instructor Expectations:

[What must students do in terms of professional behavior, attendance, work completion, academic honesty, participation, etc?]

Grading:

[Point breakdowns and percentages required for particular grades]

Resources:

[Additional readings, Internet sites, tutorials, databases, items on reserve, etc.]

Class Schedule

<b>Week (Dates)</b>	<b>Topics</b>	<b>Readings</b>	<b>Assignments Due</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Policy Statements

[Disability accommodation or other statements used in the College or Department]