

MASTER SYLLABUS GUIDELINES

1. Course Information

College:

Department:

Course Title:

Course Designation and Number:

GE Area(s): (Lists all area(s) that apply.)

- I: Communication and Mathematical Skills
- II: Cultural-Social Foundations - History
- II: Cultural-Social Foundations - The Non-Western World
- III: Human Behavior - Economics
- III: Human Behavior - Political Science
- III: Human Behavior - Psychology
- III: Human Behavior - Sociology
- IV: Human Expression - Great Books
- IV: Human Expression - Fine and Performing Arts
- V: Natural Sciences
- VI: College Component

Writing Intensive: Yes No

For WI Courses: All sections Selected Sections are WI.

Method(s) of Instruction: Lecture
 Discussion
 Web-enhanced
 Web-only
 Other (Explain below.)

Includes Lab: Yes No

(For lab courses specify how the weekly meeting times are structured.)

Prerequisites: (Specify or state 'None'.)

2. Objectives

GE Program Objectives: (Refer to GE program document.)

GE Area Objectives: (Refer to GE program document.)

Course Objectives and GE Learning Outcomes:

(Provide a short narrative statement detailing the principal course goals and objectives. Follow the narrative with a list of the area GE learning outcomes addressed.[Refer to approved GE learning objectives.]

For WI Courses: WAC Objectives (Specify which WAC objectives are met and how WAC is integrated into course: [Refer to WAC program document.]

3. Suggested Course Materials

(Sample textbooks, articles, videos, computing and/or Internet resources, etc.)

4. Suggested Methods of Evaluation

(Number and format of test and quizzes, sample writing assignments, individual/group projects, etc.)

5. Grading Policy

(This section is to be reproduced on all master syllabi exactly as it appears here.)

All GE courses are graded A-F.

WI component is graded Pass/Unsatisfactory.(Include only for WI courses)

6. Suggested Weekly Course Outline Including Typical Assignments

7. Other (This section is to be reproduced on all master syllabi exactly as it appears here.)

Syllabus distributed to students should employ the format approved by UCAP and must include:

- Instructor name, office hours, and contact information
- Office of Disability Services information
- Information on how grades will be determined
- Attendance policy