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