**Syllabus Checklist**

**Subject Code** (Ex. LAW)

**Course Number**

**Course Long Title** (max 100 characters)

**Abbreviated Title** (If long title is more than 30 characters, provide an abbreviated title containing 30 characters or less.)

**Faculty (author of syllabus), contact information**

**# Credits:**

**Course Description (description to be displayed in the University Catalog)**

*See below for additional guidelines provided by faculty.*

**Learning Objectives**

What should students know or be able to do after taking this course?

Which program student learning goals and objectives does this course address?

**Course Overview** (optional)

**Prerequisites/Corequisites/Restrictions** (if applicable)

**Materials (Texts) Needed for Class**

**Assignments**

**Method of Assessing Student Achievement**

List and describe the assessment methodologies that will be used to determine the extent to which students have achieved the Learning Outcomes listed.

**Basis of Grade Determination**

**Course Outline:**

Weekly breakdown/modules

**Bibliography/Readings**

Guidelines for Writing Course Descriptions

Succinctly describe the course in 1000 characters or less.

Use active language, avoiding ‘may’ or ‘should’ and rather use terms like ‘address, cover, focus on, explore, examine, integrate.’

Do not repeat the course name or number in the course description. For example, avoid something like, ‘Basketweaving 3003 covers the ….’ Instead, write, ‘This course covers the fundamentals of…’

Avoid ‘you’ statements and instead write, ‘students will…’

Include all prerequisites and corequisites at the end of the course description. For example, Prerequisite(s): BKW 3001 and BKW 3002. Corequisite(s): BW 4001.

Do not include what this course is a prerequisite for at the end of the description or in the text.

Include specific enrollment restrictions at the end of the description. For example, Restriction(s): For Basket Weaving students only.

The course description on the syllabus should be the same course description for the catalog. The syllabus should not change without updates to the course catalog. That is, without a course change, the syllabus (title, prerequisites, corequisites and description) should be the same from semester to semester. Additional information about a course can go elsewhere on the syllabus.

Here’s an example:

This course covers the fundamental techniques of basketweaving, including twining, coiling, and plaiting. Students will survey rib basketry and random weaving using straw, vines, fabric, and pliable woods. Students will learn how to apply ancient processes using traditional and modern materials and tools and how to integrate decorative and functional elements. This course focuses on developing the skills needed to make common shapes and embellishments while also allowing students to explore artistic creations. Students will design and produce a lidded ‘Nantucket-style’ basket and a waterproof, patterned, coiled, rush basket. Prerequisite(s): BKW 3001 and BKW 3002. Corequisite(s): BW 4001. Restriction(s): For Basket Weaving students only.