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| Instructor Name Phone Enter Phone Email Enter Email Office Location Enter Building, Room Student Hours Enter Hours, Days Class Time and Location Enter when and where the class meets |  | **Subject Name: Course# Section # Term Year** Course title is not necessary but preferred Course Overview Include the *current Calendar description* of the course along with credit value. Identify if the course is cross-listed with a course in another program. Additional Course Information A description of the objectives and content of the course, which shall include a statement of what is expected of the student by way of preparation, tests, exercises, essays, laboratory reports, etc. (hereafter called "assignments"), and any specific requirements for attendance and participation. Learning Objectives Sample learning Objectives (for different courses):  By the end of this course, you will be able to:   * Calculate the kinetic energy of a projectile. * Apply calculus concepts to solve real-world problems, such as optimization and related rates problems. * Support interpretive claims about a text. * Use research effectively to evaluate and solve questions. |

# Evaluations

A statement of the methods by which student performance will be evaluated and the weight of each, including an exact timetable and schedule of assignments, is required. When exact dates cannot be supplied, a tentative schedule must be issued, with an exact schedule to follow as soon as possible. This regulation does not preclude the administration of surprise assignments and quizzes, as long as the total number, approximate frequency, and value of such assignments are specified in the course outline. Include any late assignment policies and penalties where appropriate. You should also indicate whether or not you are offering a makeup test or a re-weight in lieu.

Any course-specific conditions that are required to pass the course must be outlined. Conditions might include (i) minimum attendance at lectures, tutorials or laboratories, (ii) minimum overall grade on laboratory, tutorial or essay components of the methods of evaluation, or (iii) minimum required grades on a final exam, to name a few. Instructors are encouraged, in the first instance, to arrange participation requirements and multiple small assignments in such a way as to allow students some flexibility.

A clear statement on how the midterm grade is determined and when that grade will be communicated (Academic Regulations requires grades to be reported in October and February based on the midterm schedule) is essential so that students are aware of expectations and can anticipate a grade returned in order to make further academic decisions regarding their continuation in a given course.

Instructors are faced with various requests for non-medical absences from midterms, tutorials, laboratory experiments, or late essays or assignments, and these can be addressed between the instructor and student however, all efforts to provide a consistent approach to such requests should be made, recognizing some unique situations create a case-dependent decision by the instructor.

Your final grade will be based on the following components:

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| --- | --- | --- | --- |
| Date | Type of Evaluation | | Weight |
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# Method of Instruction

Identify the specific mode or modes of delivery a student can expect for a course. Additional details on unique features of delivery (e.g. group work, case studies, practical in-class work) may be described in the method as well.

A course delivery method is the way in which educational content is conveyed from instructor to students. There are three primary course delivery methods. Face-to-face is the traditional classroom delivery method, where all contact between instructors and students is in a physical classroom on campus. However, technology may be used for classroom interaction and students may be required to use computers to complete homework assignments. A second method is web-enhanced courses, which combine the traditional classroom delivery style with an institution’s learning management system (LMS). The LMS stores course materials that support specific curriculum objectives and all lectures are delivered in a physical classroom. The third primary method is online courses. They are administered synchronously or asynchronously through the institution’s LMS, and on-campus meetings are not required. However, they may require proctored in-person exams.

# Course Schedule

It is valuable to have a tentative schedule of expected topics/subjects that students can prepare for and determine how the elements of the course link together. It is also recognized that in some courses, much of this might be student-driven and the schedule is much more flexible.

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| --- | --- | --- |
| Week/Date | Topic | Assignment (Reading, Exercises, Hand-in Assignment) |
| Week 1 | Enter Topic |  |
| Week 2 | Enter Topic |  |
| Week 3 | Enter Topic |  |
| Week 4 | Enter Topic |  |
| Week 5 | Enter Topic |  |
| Week 6 | Enter Topic |  |
| Week 7 | Enter Topic |  |
| Week 8 | Enter Topic |  |
| Week 9 | Enter Topic |  |
| Week 10 | Enter Topic |  |
| Week 11 | Enter Topic |  |
| Week 12 | Enter Topic |  |

# Course Materials & Resources

A description of the materials that are required (or recommended) for the course, including text books, supplemental information, notes, manuals, laboratory or safety materials, and any specific electronic devices.

# Required Text(s)

Publication Name, Author Name

Publication Name, Author Name

# Method of Evaluation

Identify the specific nature of the various evaluations anticipated in the course such as exams, assignments, or projects. The level of detail should be sufficient to allow students a clear understanding of expectations, timelines, parameters and any nuances to how such assessments might be assessment. Examples of such detail could include nature of the exam (multiple-choice, short-answer, essay, combined, etc.), is the project group-based or individual, does the assignment contain a progressive evaluation scheme? These details may be directed to the Learning Management System with a link/instruction to view such details there.