

CONSIDER THE FOLLOWING FOR YOUR COURSE OUTLINE:



1. Course name, number, section, number of credits, and course description (include the academic year and term - if applicable)

2. 'Welcome to my class' opening statement

3. Course schedule (day and time for class) and location for class



4. Contact information

a. office phone number

b. email address

i. anticipated response time

ii. limits to response (e.g. evenings, weekends, holidays)

c. others - as pertinent



5. Time available to meet with students include;

a. location

b. process to arrange a meeting

c. options for dropping in

6. Course goals/objectives



7. Required text(s) complete with campus bookstore and/or other pertinent information for purchasing

8. Evaluation scheme/how students will earn their grades

a. list all assignments & due dates

b. list all midterms and dates



9. Detailed class plan with assigned readings

10. Course policies:

a. attendance

b. late assignments

c. missed midterms/exams

d. accommodations

e. academic integrity

f. intellectual property

g. copyright

h. equity statement

i. others - as needed

