Course Syllabus Guidelines

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Course syllabuses submitted for Undergraduate Curriculum and Academic Policy review and inclusion in the WSU Course Inventory should include the following elements.

I. College/School Department

II. Course Information
   Course Title:
   Course Abbreviation and Number:
   Course Credit Hours;
   Course Cross Listing(s) Abbreviation and Number:
   Check ("x") all applicable:
   Check ("x") all that apply:
   Wright State Core ___ Integrated Writing ___ Multicultural Competence ___ Service Learning ___ Laboratory Course ___ Ohio TAG (Transfer Assurance Guide) ___ Ohio Transfer Module ___ Others (specify)_______________________________________________________________

III. Course Registration
   Prerequisites:
   Corequisites:
   Restrictions: including, e.g., junior standing, majors only, etc.
   Other: including, e.g., "Or by permission of instructor"

IV. Student Learning Outcomes
   What students are expected to know or be able to do or demonstrate upon completing the course. For example, students will be able to explain a concept, demonstrate a procedure, evaluate alternatives, or recognize a bias.

V. Suggested Course Materials (required and recommended)
   Textbooks, Articles, Videos, Computing and/or Internet Resources, etc.

VI. Suggested Method of Instruction
   Lecture, Seminar, Distance Learning, Web-Based, etc.

VII. Suggested Evaluation and Policy
   Tests, Quizzes, In-Class Writing, Out-of-Class Writing, Journals, Individual/Group Projects, Attendance Policy, etc. (numerical points or percentage distribution)

VIII. Suggested Grading Policy
   Final course letter grade earned in relation to evaluation and policy.
   Writing requirements in relation to final Writing Intensive (WI) grade earned.

IX. Suggested Assignments and Course Outline
   Organized by week (14 week academic calendar and final exam) or other defined schedules, Topic and/or typical assignments (textbook assignments, journal articles, internet resources, etc.)

X. Other Information
   For Writing Across the Curriculum Program courses: statement of writing across the curriculum goals, criteria for evaluating writing assignments, and how writing assignments relate to the final course grade.
   For combined undergraduate/graduate courses: identify, throughout the above or separately, additional work/responsibilities/grading applied to graduate students.

This is a sample course syllabus guideline. Course materials, method of instruction, evaluation and policy, grading policy, assignments, and other course matters can differ by specific course sections and individual professors. Additional information can be obtained by contacting the appropriate college and department.