



COURSE SYLLABUS (Essential Elements)

Course Title	Complete Name of Course (must be identical to catalog)																												
Course Number	Course Code and Number (must be identical to catalog).																												
Course Description	Incorporate description from catalog (must be identical to catalog).																												
Prerequisite(s)	Course(s) to be taken prior to this course (must be identical to catalog).																												
Corequisite(s)	Course(s) to be taken at the same time as this course (must be identical to catalog).																												
Instructional Contact Hours/Credits	Quarter/Semester/Trimester Credit or clock hours (must be identical to catalog).																												
Learning Objectives	Description of what the students will be expected to know and be able to do at the end of the course: what skills or knowledge will be gained through this course.																												
Instructional Materials and References	Identification of any materials and references utilized throughout the course, including textbooks. Include the name of text, author, publisher, and publication date of all required textbooks.																												
Instructional Methods	Description of how the course will be taught, including a breakdown of lecture, laboratory, online activities (if applicable), practicum, etc.																												
Topical Outline	A breakdown of the course into its major topics with specific learning objectives, including instructor and student activities that support those objectives.																												
Assessment Criteria and Methods of Evaluating Students	Basis for determination of final grade, along with grading scale if different from what is published in the catalog. <table><tr><td>Class Participation</td><td style="text-align: center;">%</td><td style="text-align: center;">90 – 100</td><td style="text-align: center;">A</td></tr><tr><td>Quizzes</td><td style="text-align: center;">%</td><td style="text-align: center;">80 – 89</td><td style="text-align: center;">B</td></tr><tr><td>Projects</td><td style="text-align: center;">%</td><td style="text-align: center;">70 – 79</td><td style="text-align: center;">C</td></tr><tr><td>Term Paper</td><td style="text-align: center;">%</td><td style="text-align: center;">60 – 69</td><td style="text-align: center;">D</td></tr><tr><td>Presentation</td><td style="text-align: center;">%</td><td style="text-align: center;">Below 60</td><td style="text-align: center;">F</td></tr><tr><td>Final Exam</td><td style="text-align: center;"><u> </u>%</td><td></td><td></td></tr><tr><td></td><td style="text-align: center;">100%</td><td></td><td></td></tr></table>	Class Participation	%	90 – 100	A	Quizzes	%	80 – 89	B	Projects	%	70 – 79	C	Term Paper	%	60 – 69	D	Presentation	%	Below 60	F	Final Exam	<u> </u> %				100%		
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Date Syllabus Was Last Reviewed	Date posted on the syllabus to show the date it was last reviewed and modified.																												