

University of the Incarnate Word

COURSE OUTLINE

Suggested Format, Sequence, and Content

- I. Logistics:
- Name of Institution
 - Number and Name of Course /Prerequisites
 - Term and Year
 - Name of Instructor
 - Office Location and Number
 - Phone Number and/or E-mail Address
 - Office Hours
- II. * Overview of the Course (must incorporate the content of the syllabus for the course)
- A. Brief description of the course including requirements and /or research tools essential to the course
 - B. Outcomes of the Course
 - C. Assessments for EACH Outcome of the course
 - D. Course Audience
- III. Course Texts/Supplies/Materials
- IV. Class Meeting Schedule/Matrix includes the topics, readings, and/or assignments for **each** date the class meets:
- | Session # | Date | Topics | Readings | Assignments |
|-----------|------|--------|----------|-------------|
|-----------|------|--------|----------|-------------|
- V. Grading Activities, Criteria and Guidelines
- A. Lists of all tests, papers, and exams, projects or other components that are included in grading
 - B. State the criteria for determining the grade for each activity listed above
 - C. Describe the proportion of the total grade each of the graded activities is worth
- VI. Participation, Punctuality and Attendance: Requirements and Expectations
- VII. Academic Honesty Statement
- VIII. Student Dis-Abilities Statement
- VIII. It is suggested that professors distribute sample formats or guidelines for papers, presentations, projects at some point after the first week of class
- IX. Bibliography
- Books, journals, films, etc., that enhance the students' understanding of the course material.

* Many faculty members staple the Course Syllabus to the Course Outline and omit this step.