

All KuC Courses: Syllabus Format *

1. COURSE

Title, course designator and number, credit hours.

2. COURSE IDENTIFIERS

Dates, time, location, course type (classroom, audio conference, web, independent study).

3. INSTRUCTOR PROFILE

Name, title, department. Contact info: Office/(Home as desired) phone number(s), fax #, address, e-mail. For distance students: Campus 1-800-478-5822, bridge numbers and course-specific access codes when available prior to mail-out.

4. COURSE DESCRIPTION

UAF Catalog description including prerequisites. Enhanced description can include course meaning, uniqueness, focus, other.

5. COURSE OBJECTIVES = LEARNING OUTCOMES and/or COMPETENCIES

Performance criteria: "The student will be able to...".

Guide: 10 – 20 outcomes for a 3-credit course.

6. RESOURCES & MATERIALS

Required text(s), articles, software, videos, supplies, lab materials.

For required text(s): author, date, title, publisher, ISBN. For required articles: author, title, journal, date, pages. For supplemental readings, state if required/recommended.

Location: library, reserve, LAC, faculty office, online, other.

7. COURSE CONTENT

Schedule of topics by progressive dates. Include readings, assignments, tests, and due dates for course work. Also, give student-withdrawal deadline date.

8. POLICIES & PROCEDURES

Attendance (excused/unexcused) and relationship to grade. Tardiness, make-up work, late work.

9. ASSIGNMENTS & ACTIVITIES

Specific instructions with due dates; percentage or points for each.

For papers include: writing guidelines for a college paper (writing rubric), and paper-specific criteria.

10. EVALUATION & GRADING

Grade: Letter or Pass/Fail. List course requirements by percentage to equal 100% for final grade. Explain how letter grade will be assigned (i.e. A = 90-100%, B = 80-89%, C = 70-79% and so on). Explain how pass/fail grade will be assigned.

* Also attach to appropriate UAF New Course or Special Topics Course form when submitting the course.