

UNIVERSITY OF THE INCARNATE WORD

School/College Name

ABCD XXXX: Course Title

Syllabus

Catalog Description

This course.....

**NOTE: The course description should provide a clear overview of the course. It is important to describe the course well for transfer course articulation consideration. This description will be listed in the undergraduate catalog. Please include an abbreviated topic list.*

Context

Prerequisites:

This course is required for...

This course **may/may not** be repeated for credit. **(Choose one)**

This course may be offered in a **face-to-face, blended, online** format **(Choose what applies. NOTE: Additional school/college processes will apply to designate instructors for blended/online teaching.)**

Grade Mode: **Normal or Pass/Fail** **(Choose one)**

Course Overview

Insert description of course overview....

***NOTE: This section will not appear in the catalog but is important as additional detail to check transfer courses for equivalency. This section provides a detailed course overview for students.**

This course will address the following topics:

- **Topic list**

Course Outcomes and Assessments

Course Outcomes	Assessments
Upon completion of the course, students will be able to:	The objectives will be assessed by:

This course complies with all UIW academic policies and federal guidelines, including but not limited to: academic integrity, disability accommodations, pregnancy accommodations, Title IX non-discrimination, and class absences for religious observances. Current policy statements will be provided to all students through the learning management system and in information provided on the first day of class.

Course Outlines are created by the instructor and include:

SAMPLE COURSE OUTLINE

University of the Incarnate Word

COURSE OUTLINE

Suggested Format, Sequence, and Content

A. 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

B. * Overview of the Course (must incorporate the content of the syllabus for the course)

1. Brief description of the course including requirements and /or research tools essential to the course

2. Outcomes of the Course

3. Assessments for EACH Outcome of the course

4. Course Audience C. Course Texts/Supplies/Materials

D. Class Meeting Schedule/Matrix includes the topics, readings, and/or assignments for each date the class meets:

Session # Date Topics Readings Assignments

E. Grading Activities, Criteria and Guidelines

1. Lists of all tests, papers, and exams, projects or other components that are included in grading

2. State the criteria for determining the grade for each activity listed above

3. Describe the proportion of the total grade each of the graded activities is worth

F. Participation, Punctuality and Attendance: Requirements and Expectations

G. Academic Honesty Statement

H. Student Disabilities Statement

It is suggested that professors distribute sample formats or guidelines for papers, presentations, projects at some point after the first week of class 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.