

COURSE SYLLABUS TEMPLATE

*This template is based on the current model approved by the University Curriculum Committee and should be used to develop syllabi for liberal studies courses. The areas in **bold** are those which pertain directly to liberal studies. For approval purposes, the Liberal Studies Committee will require that syllabi follow this format and are complete in all areas listed below. In addition, a completed Syllabus Cover Sheet must accompany each syllabus. Each department should then bundle their syllabi together and submit them to the Office of the Vice Provost for Undergraduate Studies along with the Routing Form.*

General Information

- Name of college and department
- Course prefix, number, and title
- Semester in which course will be offered
- Clock hours, credit hours
- Instructor's name
- Office address
- Office hours

Course Prerequisites

Course Description

In addition to specifying subject matter, the syllabus course description for liberal studies courses should address how the course fits in the liberal studies program at three levels:

Thematic Focus – At least one of the following will be addressed and assessed:

Environmental Consciousness, Technology and Its Impact, Valuing the Diversity of Human Experience. If multiple sections cover different themes, you must provide objectives and assessment methods for each.

Distribution Block – Identify one of the following: Laboratory Science, Science/Applied Science, Social and Political Worlds, Aesthetic and Humanistic Inquiry, Cultural Understanding.

Essential Skills – At least two of the following should be assessed formally in the course: Creative Thinking, Critical Thinking, Effective Writing, Quantitative /Spatial Analysis, Use of Technology, Critical Reading, Effective Oral Communication, Ethical Reasoning and Scientific Inquiry.

- *For example: This course is an ethnographic exploration of humankind and its prospects at the close of the 20th century. In examining contemporary ethnic groups, from hunter/gatherers to post-industrial societies, we will investigate the components of culture, processes of stability and change, and human adaptation to local and global environments. Its thematic focus will be Valuing the Diversity of Human Experience, and it is a liberal studies course in the Social and Political Worlds distribution block. This course will address several of the essential skills (critical reading, critical thinking*

ethical reasoning, and effective writing), and will pay particular attention through assessment to critical reasoning, ethical reasoning and critical reading. (from ANT 301)

Student Learning Expectations/Outcomes for this Course

This part of the syllabus should indicate course objectives in terms of key outcomes regarding content, essential skills, and thematic focus. By outcomes, we mean those activities that demonstrate that students have achieved the course objectives. These should be linked to the thematic focus of the course and essential skills to be assessed. For example, what can student identify, define, describe, explain, demonstrate, solve, design, create, criticize, and/or conclude as a result of their work in this course? Here are some examples:

- *Students will be able to read a series of pieces that address environmental issues and write a response in which they identify the scientific principles upon which claims are based. (environmental consciousness, critical reading, effective writing)*
- *Students will be able to analyze critically treatments of race and ethnicity in American literatures. (valuing the diversity of human experience, critical reading, critical thinking)*

Course structure/approach

Textbook and required materials

Recommended optional materials/references (attach reading list)

Course outline

Assessment of Student Learning Outcomes

- Methods of Assessment
- Timeline for Assessment

Course policy

- Retests/makeup tests
- Attendance
- Statement on plagiarism and cheating

University policies: Attach the Safe Working and Learning Environment, Students with Disabilities, Institutional Review Board, and Academic Integrity policies or reference them on the syllabus.