Outline for Standardized Course Syllabus

Course Information: Course Title, Course Number, Term (Fall, Spring or Summer, along with the year), Place and Schedule of class meetings, Number of Credit Hours

Course Director and Contact Information: Name, phone number, and email. If the Course Director will keep standard office hours, then office location and office hours/availability should be listed. If there are instructors in addition to the Course Director, list their names and e-mail addresses in the course schedule (see below).

Course Description: In most cases, there is a Course Description on file from the original course approval process. Most of these are in EASI and can be accessed and copied from there. If the description is not yet in EASI, please contact Roni in the Graduate School (vdanilow@mcw.edu) to see if they have a copy.

If you find the "official" course description is no longer accurate, please prepare a new one and use in the syllabus. Please also forward the new description to Jeff Drees (jdrees@mcw.edu) to be posted in EASI. Jeff can also help you if you have trouble accessing EASI (456-8146).

Student Learning Objectives/Outcomes: Provide the students with general and/or specific guidance on what they are expected to learn during the course, what skills they will develop, *etc.*

Our course and program assessment processes require that we evaluate the extent to which our students are taught and master the six core competencies established by the Graduate Studies Council. Not all courses will teach all core competencies, but those emphasized by the course should be mentioned. For reference, the core competencies are as follows:
1. Biomedical knowledge and/or knowledge within your program area
2. Research skills (*e.g.*, lab skills, reading and understanding published research, project planning skills, etc.)
3. Critical and creative thinking (*e.g.*, the ability to judge the validity of information and results and to use valid information to reach new insights within the field of study)
4. Interpersonal and communication skills (*e.g.*, class discussions, question & answer sessions, formulating and writing essays or other assignments, working in groups, *etc.*)
5. Professionalism (*e.g.*, ethics, respect in interaction with others, completing assignments on time, punctuality, professional behavior in general)
6. Lifelong learning and improvement (*e.g.*, learning skills development, commitment to continued independent learning)

Course Structure and Expectations: How will the class be carried out? Specify requirements for attendance and participation.

Course Schedule: Week by Week or Session by Session Topics, Readings to Be Discussed, Journal Entries or Assignments, Due Dates, and Exam Dates. Identify course instructor(s) for each topic if different from Course Director and provide their contact information.

Grading Policy: What factors contribute to the final grade, how is each determined, and how much does each contribute to the final grade?

Resources: Textbooks or other materials that are required or suggested.

Technical Requirements: If there are specific web browser, software or hardware requirements, please list them. If the students are required to use ANGEL, mention that fact (all registered students are provided with ANGEL access by the Graduate School, but they need access to a computer to log on).

Missed Exam Policy/Guideline: The Graduate Studies Council has approved a standard missed exam policy and this may be adopted by simply stating that in the syllabus and referring students to the Student Handbook on the Graduate School website. Course Directors are also free to specify a policy of their own, but the syllabus must make clear what the policy is.

Course Evaluation Policy: The following statement, approved by the Graduate Studies Council, is to appear on every syllabus:

"Course Evaluation: All students completing the course for credit are required to complete an online Course Evaluation in ANGEL at the end of the course. Participation by all students is important for the Graduate School's course evaluation process and for our continued accreditation. The Graduate School will provide instructions on how to complete the evaluation about 2 weeks before the course ends, and you will have until 2 weeks after the end of the course to complete the evaluation. <u>Students who fail to complete the evaluation are no longer in good standing</u>. The Graduate School will not provide transcripts, confirm enrollment, allow enrollment in additional courses, allow graduation, or support payment of stipends for students who are not in good standing. The Graduate School may impose a $100 fine for each course evaluation not completed on time."