Valley City State University
Course Syllabus

1. Course Title: _____________________________________________________________

2. Prefix: ___________________ Course Number: _____________________________

3. First Name: ________________ Last Name: _________________________________

4. Position/Title: ___________________ Highest Degree: _______________________

5. Address: ________________________________


7. Phone: ___________________ Fax: ________________________________

8. Email: ________________________________

9. DESCRIPTION:
(Used in promotional materials.) Description should be brief. It should state overall purpose of the course and other relevant information.

10. TEXT:
(Include the author, title, edition, year, publisher, ISBN, and cost if known.)

11. OBJECTIVES:
Objectives should be stated in terms of measurable, assessable behavior.

12. COURSE REQUIREMENTS:
List assignments and other course requirements.
13. REQUIRED STUDENT RESOURCES:
List in this section any required books, lab manuals, calculators, or whatever else the student will need to complete the requirements for the course.

14. EVALUATION PLAN:
Specify the expected performance, percentage allocations of assignments toward final grade, or other procedures for grading or grading system (S/U and/or letter grade A, B, C, D, or F). If letter grades are to be issued, you must include a qualitative assessment rubric. The rubric must contain for each course objectives the qualitative decisions you will make about the student’s work to determine each particular letter grade.

15. Contact Hours:
Please specify the exact date and time your course will meet. Face-to-face courses require 15 instructor contact hours for each credit hour. Online/hybrid courses are expected to require the same amount of student effort as face-to-face courses.

16. GUEST LECTURER:
(Including listing if applicable: name, academic title, highest degree obtained, and the topics which are going to be covered. If individual is teaching over 25% of the class, attach the individuals resume.)

Students with Disabilities:
Any student with disabilities or other special needs, are invited to speak to the instruction to share their concerns or requests for special accommodations in this course.

Academic Honesty Statement:
All work in this course must be completed in a manner consistent with the Valley City State University Policy.