# Valley City State University

# Course Syllabus

Course Title:

Prefix:

First and Last Name:

Position/Title:

Highest Degree:

Address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

Email Address:

## COURSE DESCRIPTION:

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

## COURSE TEXT:

*(If required, include the author, title, edition, year, publisher, ISBN, and cost if known.)*

## OBJECTIVES:

*Objectives should be stated in terms of measurable, assessable behavior.*

## COURSE REQUIREMENTS:

*List assignments and other course requirements.*

## 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.*

## 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.*

## 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.*

## 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 instructor 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.