EL-2-2007

VE 3.1

*Valley City State University*

*Course Syllabus*

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| 1. Course Title: |       |
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| 2. Prefix: |       | Course Number: |       |
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| 3. First Name: |       | Last Name: |       |
|  |  |  |  |
| 4. Position/Title: |       | Highest Degree: |       |
|  |  |  |  |
| 5. Address: |       |
|  |  |  |  |
| 6. City: |       | State: |       | Zip Code: |       |
|  |  |  |  |
| 7. Phone: |       | Fax: |       |  |
|  |  |  |  |
| 8. Email |       |
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9. DESCRIPTION:

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

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10. TEXT:

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

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11. OBJECTIVES:

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

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12. COURSE REQUIREMENTS:

List assignments and other course requirements.

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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.

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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.

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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.

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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.)

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**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.



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| 101 College St SW Valley City ND ∙ 1-800-532-8641 ∙ www.vcsu.edu |