



CLARK ATLANTA UNIVERSITY

Course Syllabus

Each course syllabus must contain the following elements.

Instructor _____

Office Hours	<i>Note that office hours will be announced in class and posted on office door.</i>
Office Location	
Office Telephone	
Email	

Course Information (must be same as listed in Catalog)

Course Number/Sect	Course Title	Credit Hours	Semester	Time	Level (U/G)
Brief Description					
Prerequisites <i>if applicable</i>					

Course Description:

Course Objectives:

Learning Outcomes:

Teaching/Learning Methods: *(lectures, videos, outside speakers, etc.)*

Grading and other policies and expectations:

Required Readings:

Supplemental Readings/Additional Bibliography:

Course Outline and Schedule: *(dates, weeks, topics)*

Course Syllabus

Instructions

A syllabus format is provided and must be completed for each course taught by a faculty member. When several faculty members teach the same course, a course syllabus must be provided for each section of the course so that there may be several syllabi for a course taught by different faculty members. While syllabi for a course taught by several faculty members should contain the same content, it is possible that individual faculty members teaching the same course may have different assignments and in some instances different evaluation methods. Each course taught must have an accompanying syllabus. **The course title and course number must be the same as the course title and number listed in the University catalog. Each course syllabus must use the format provided in the order that is provided.** This will make it easier for members of the Reaffirmation Team to review each syllabus. Each syllabus should be provided to the Chair electronically. The Chair must carefully review each syllabus. Where indicated, the Chair should return a syllabus requiring corrections to the individual faculty member with comments regarding what changes are needed. The individual faculty member must make the corrections and return the corrected syllabus to the Chairperson in a timely manner. Once all syllabi for a Department are complete, the Chair should keep both an electronic and paper copy for his/her files. The Chair should send all of the Department syllabi on a diskette to the Dean. The Dean should review each syllabus from the Department, returning those syllabi requiring modifications and corrections to the Chair to provide to the individual faculty member who should make the corrections in a timely manner. Once the Dean approves all syllabi, he/she should keep an electronic copy of all syllabi for each Department and provide a copy of syllabi by Department to the Office of the Provost on a diskette. The Dean may choose to keep a paper copy as well.