Use this form as a guide in creating the syllabus for your course.

You may submit your syllabus in a different arrangement or format, but it **must contain all of the information listed** unless specifically noted as optional.

**It is required that you email your completed syllabus to your program coordinator at least one week prior to the start of the semester.** It is recommended that you email the completed syllabus to your program coordinator 6 weeks prior to the start of the semester as this ensures a higher likelihood that students will enroll in the course.

The program coordinator will post the syllabus to the program page on MyCIIS (the online portal students use to search and register for courses). It is recommended that you post your syllabus in the course space on Jenzabar e-Learning or Caucus at the same time that you forward it to the program coordinator.

If you need assistance with posting to the course space, contact March Hajre-Chapman (mhchapman@ciis.edu).
# Course Information

<table>
<thead>
<tr>
<th>Course Title:</th>
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<tbody>
<tr>
<td>Course Number:</td>
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<tr>
<td>Semester:</td>
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<tr>
<td>Credit Hours:</td>
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<tr>
<td>Meeting Times and Days:</td>
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<td>Class Location:</td>
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<td>Online component (if any):</td>
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<td>Special events/retreats:</td>
<td></td>
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</tbody>
</table>

# Instructor

| Full Name/Title: |                                                                 |
| Telephone Number: |                                                                 |
| Office Location: |                                                                 |
| Office Hours: |                                                                 |
| Email Address: |                                                                 |

# Course Description

Short description of the course, either from the course catalog or created by you. What are the big questions the course will address? How does the course connect to the curriculum?
Course Goals (optional)

A statement or list of what you hope to accomplish in this course.

Student Learning Outcomes

Four to eight statements of what the student should expect to know or be able to do by the end of the course. Student learning outcomes need to be concise, teachable and assessable. They form the foundation of the course design.

1.

2.

3.

4.

5.

6.

7.

8.
Course Text and Materials

List required books and readings

Course Assessment Measures

Specify how student learning will be assessed in the course, the weighting of the various assessments, and the due dates. If a paper is required, indicate the format to be used (e.g., APA, Chicago, MLA); each program has a specified format.

Course Calendar

This is a week-by-week list of topics to be covered, materials to be read, special events and due dates for assignments. While the course calendar is required instructors can signal that the plan is subject to change.
Bibliography (optional)

List suggested readings for research or greater depth in the subject matter.

Relevant Policies

The instructor may choose to include policies relevant to the conduct of the course (note that specific departments may have requirements in this category). It is strongly recommended that these policies be discussed with the students at the first class meeting.

- Attendance and tardiness policies (Required)
- Academic integrity policy (Required)
- Incomplete grade policy (Optional)
- Statement on diversity (Optional)
- ADA statement (Optional)