

*A complete course syllabus must be issued to all students enrolled in each course during the first official week of classes. No Exceptions!*

## PRAIRIE VIEW A&M UNIVERSITY

### STANDARD COURSE SYLLABUS CONTENTS AND ATTACHMENTS

- Instructor=s name, campus address, telephone no., e-mail**
- Instructor=s office hours** (full-and part-time faculty must post hours)
- Pre-requisites notation** (if applicable)
- Course Description** (official catalog course description)
- Purpose and objectives of course** (topics)
- Outcomes for students**  
Example: Upon completing ENGL 9999, the student, given X(conditions) will be able to perform Y at designated (?) level of competence.
- Grading policy** (specify each major assignment/examination and weighting in total grade).
- Textbooks, other required materials; bibliography** (including key websites)
- Student Class Attendance Policy**
- Student Academic Appeals Process** (undergraduate & graduate catalog)
- Academic Calendar**  
Last date to apply for graduation  
Last date to withdraw from classes with automatic AW@  
Last date to pay at least 50% of tuition and fees

#### IMPORTANT!!

The core curriculum has the following content components: Communications, Social and Behavioral Science, Mathematics, Natural Sciences, Humanities and Fine Arts. In 3000 and 4000 level courses, highlight in the course syllabus those components developed and/or strengthened in students. Highlight objectives and/or class assignments that are designed to impact student learning in the core curriculum content area.