

**Course ID and Title**

**Units:**

**Term—Day—Time:**

**IMPORTANT**:

The general expectation for a standard format course offered in a standard 15-week term is that the number of 50-minute contact hours per week should equal the number of semester units indicated and that one semester unit entails 1 hour of class time and 2 hours of outside work (3 hours total) per week. Standard fall and spring sessions (001) require a final summative experience during the University scheduled final exam day and time.

Please refer to the [*Contact Hours Reference*](http://arr.usc.edu/forms/ContactHoursReference.pdf)to see guidelines for courses that do not follow a standard format and/or a standard term.

**Location:** Physical address and/or course-related URLs, etc.

**Instructor:**

**Office:** Physical or virtual address

**Office Hours:** (The general guideline is for one weekly office hour for each class taught. Office hours do not count as contact hours.)

**Contact Info:** Email, phone number (office, cell), Skype, etc. Timeline for replying to emails/calls (i.e. within 48 hours).

**Teaching Assistant:**

**Office:** Physical or virtual address

**Office Hours:**

**Contact Info:** Email, phone number (office, cell), Skype, etc.

**IT Help:**Group to contact for technological services, if applicable.

**Hours of Service:**

**Contact Info:** Email, phone number (office, cell), Skype, etc.

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**Course Description**

An expanded version of the description published in the University catalogue. Describe the student audience for whom the course is appropriate. Aspirational statements are not learning objectives, but are valuable and belong in this section.

**Learning Objectives**

Identify what specific, measurable skills a student will obtain and be able to demonstrate by the end of the course. Learning objectives should be both taught and assessed in your course. They are aligned with your assignments, assessments and learning materials.

**Prerequisite(s):** course(s) that must be taken prior to this course

**Co-Requisite(s):** course(s) that must be taken prior to or simultaneously

**Concurrent Enrollment:** course(s) that must be taken simultaneously

**Recommended Preparation**: course work or background that is advisable, not mandatory

**Course Notes**

Include grading type (e.g., Letter, Credit No/Credit, Numeric). Note any unique characteristics of the course of operating procedure. Is the course Web-Enhanced (i.e. Blackboard), Blended or Online? If copies of lecture slides and other class information will be posted on Blackboard, note that here. If multimedia or technology-enhanced learning strategies will be used, please describe them here.

**Technological Proficiency and Hardware/Software Required**

If applicable, provide details of accessing course if not in a traditional classroom setting.

**Required Readings and Supplementary Materials**

Required readings and supplementary materials. Where to access/purchase.

**Description and Assessment of Assignments**

What kind of work is to be done and how should it be completed, i.e. how the learning outcome will be assessed. Include any assessment and grading rubrics to be used.

**Grading Breakdown**

Including the above detailed assignments, how will students be graded overall? Participation should not exceed 15% of the total grade. Where it does, the syllabus must provide an added explanation. No portion of the grade may be awarded for class attendance but non-attendance can be the basis for lowering the grade, when clearly stated on the syllabus. The sum of percentages must total 100%.

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| **Assessment Tool (assignments)** | **Points** | **% of Grade** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

**Grading Scale**

**(Optional – the following is only an example of what one might look like if included)**

Course final grades will be determined using the following scale

A 95-100

A- 90-94

B+ 87-89

B 83-86

B- 80-82

C+ 77-79

C 73-76

C- 70-72

D+ 67-69

D 63-66

D- 60-62

F 59 and below

**Assignment Submission Policy**

Describe how and when assignments are to be submitted.

**Grading Timeline**

Announce a standard timeline for grading and feedback.

**Additional Policies**

Add any additional policies that students should be aware of: late assignments, missed classes, attendance expectations, use of technology in the classroom, etc.

**Course Schedule: A Weekly Breakdown**

Provide a detailed course calendar that includes a list of deliverables (homework assignments, examinations, etc.) broken down on a weekly basis. The format may vary, but the content must include:

* Subject matter (topic) or activity
* Required preparatory reading or tasks (e.g., viewing videos)
* Deliverables and when each deliverable is due. A blanket statement that there will be a deliverable due at a specified frequency (e.g., there will be homework due weekly) may obviate the need to state when certain deliverables are due

IMPORTANT:

In addition to in-class contact hours, all courses must also meet a minimum standard for out-of-class time, which accounts for time students spend on homework, readings, writing and other academic activities. Standard fall and spring sessions (001) require a final summative experience during the University scheduled final exam day and time.

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|  | **Topics/Daily Activities** | **Readings/Preparation** | **Deliverables** |
| Week 1 |  |  |  |
| Week 2 |  |  |  |
| Week 3 |  |  |  |
| Week 4 |  |  |  |
| Week 5 |  |  |  |
| Week 6 |  |  |  |
| Week 7 |  |  |  |
| Week 8 |  |  |  |
| Week 9 |  |  |  |
| Week 10 |  |  |  |
| Week 11 |  |  |  |
| Week 12 |  |  |  |
| Week 13 |  |  |  |
| Week 14 |  |  |  |
| Week 15 |  |  |  |
| FINAL |  |  | Refer to the final exam schedule in the USC *Schedule of Classes* at [classes.usc.edu](https://classes.usc.edu/). |

**Statement on Academic Conduct and Support Systems**

[Paste most recent version of the statement here; see the [CCO Resources](https://arr.usc.edu/services/curriculum/resources.html) page.]