

Please use the following format for the course syllabi  
(2 pages maximum in Times New Roman 12-point font)

1. Copy and paste the catalog description including:
  - a. Course number and name
  - b. Description
  - c. Credits
  - d. Lec-Rec-Lab contact hour distribution (if applicable)
    - i. If course is offered in a condensed time from or asynchronously online, provide the approximate hours of student effort and course time frame instead.
  - e. Semesters Offered
  - f. Co-requisite(s) (if any)
  - g. Pre-requisite(s)
    - i. Specify “none” if that is the case.
2. Instructor’s or course coordinator’s name
3. Text book, title, author, and year
  - a. other supplemental materials
4. Specific course information
  - a. indicate whether a required, elective, or selected elective course in the program
  - b. list course learning objectives beginning with the preface statement “Upon successful completion of this course, students will be able to do the following:” and followed by a set of bulleted objectives that begin with measurable action verbs.
    - At the bottom of the webpage on syllabus requirements (<https://www.mtu.edu/ctl/instructional-resources/syllabus/>) there is a good list of verbs to use in the bulleted objectives (avoid “understand” and “a knowledge of”).
    - Example bullet: compare and contrast kinetic and potential energy.
  - c. identify which of the degree-program goals (listed in section IV.A for undergraduate or V.A.1.v for graduate) are addressed by the course, aligning the course learning objectives with the identified degree-program goals.
5. Brief list of topics covered in the course