

## SUMMARY OF COMPONENTS OF AN INTEGRATED COURSE OUTLINE OF RECORD FOR DEGREE CREDIT COURSES

- Show that the subject matter is rooted in basic theory and concepts of the discipline in each component of the course outline. Integrate all components throughout the outline. Pay particular attention to critical thinking.

### COURSE DESCRIPTION FOR CATALOG AND SCHEDULE

- Write a short paragraph as a well developed overview of topics covered for the catalog.
- Write a summary description for the schedule of classes.
- Integrate description with course objectives and content.
- Proof for grammar and syntax.

### NEED/JUSTIFICATION/GOALS

- State fulfillment of degree, certificate, transfer or other need.
- Distinguish purpose as related to similar courses.

### PREREQUISITE/COREQUISITE SKILLS

- For pre- and corequisites, list entry skills without which student success is highly unlikely: "Upon entering the course the student should be able to...."

### OBJECTIVES

- Be concise but complete: ten is too many; one is not enough.
- Use verbs specifying measurable and/or observable skills or analysis: rather than "understand" or "comprehend," say "evaluate" or "compare and contrast."
- Adequately cover theory, principles, and concepts.
- Be broad and introductory in scope, not too advanced, narrow, or specific.
- Course objectives must integrate both the course description and the course content. Upon successful completion of this course, the student will be able to demonstrate the following measurable and/or observable skills, abilities, competencies, and knowledge.

### COURSE CONTENT

- Compile a complete list of all topics taught in the course; cover all the objectives.
- Arrange the list by topic with sub-headings; half a page is not enough.
- Integrate content with course description and objectives.
- Establish critical thinking as an integral part of degree-applicable courses.

### METHODS OF INSTRUCTION

- Use methods appropriate to the objectives.
- Types or examples of methods of instruction are required.

### ASSIGNMENTS AND METHODS OF EVALUATION

- Give assignments that reflect coverage of all objectives and content.
- In addition to listing graded assignments, give the basis for grading, and relate to skills and abilities in objectives.
- Out-of-class assignments must be sufficient to show independent work.
- Be sure that knowledge of required material constitutes a significant portion of the grade as reflected in assignments and methods of evaluation.

### TEXTS/INSTRUCTIONAL MATERIALS

- Texts are college level and cover the theory and principles of the subject.