**SYLLABUS Template** ***Content Outline***

***\*Required***

Institution\* – Name, address

Course Title\* Term (dates of program)\* Times/Days of class session\*

Instructor\* – name, contact information, office hours

Course Description\* – paragraph describing course to be delivered

Objective\* – goals of course – Outcomes (how measured)

Required Text(s)\*: list

Recommended: additional optional reading

Licensure and/or Certification\*: specific information if required for employment; if optional, will program meet certification requirements and how to obtain

Grading (assessment of student progress)\*: late work policy; quiz and exam schedule; makeup work; grading scale

Course Schedule over the term and expected class content\*

Clearly describe skills and clinical hours required; provide competency assessment and clearly define assessment method;

Specify quiz, test and exam dates

Externship (if required): clearly define placement and evaluation process; failure of externship

Licensure and National certification exam information if appropriate

Attendance Policy\*

Class Cancellation Policy\*

Communication Methods\*: email, social media, phone, LMS - feedback and question responsiveness

Reference to all policies and procedures described in Catalog and/or Student Handbook\*

“Syllabus is a general plan for the course; changes, when necessary, will be announced to the class by the instructor or school director.”

January 2022