# Syllabus Guide for the Junior Level Writing Designation

**College**

**Department/ Academic Unit**

**Course prefix, Section number and Title**

**Term/ Year**

**Total Units of Course Credit:**

**Course Pre-requisite(s), Co-requisite(s), Co-convened, and/or Cross-Listed Courses:**

**Mode of Instruction:** *Identifies whether the class is face-to-face, online, blended.*

**Instructor’s Name**

**Instructor’s Contact Information:** *Office Phone; E-mail; Skype address, etc.*

**Instructor’s Availability**: *Includes such elements as office address, office hours, and/or online availability, times the instructor is typically online or may be reached by phone, amount of time within which the instructor will respond to e-mails, etc.*

**Course Purpose:** *Provide a well-articulated description of how this course addresses the role the course plays in the major and the Liberal Studies Program:*

1. *A specific description of how this course provides a writing experience (or writing experiences) relevant to the major, wherein students continue to develop their writing skills in the context of a relevant field, discipline, or profession.*
2. *Identifies Junior Level Writing as a course requirement shared between the major and the Liberal Studies Program.*

**Course Student Learning Outcomes:** *Defines the scope (breadth and depth) of what students will have learned, practiced, or be able to demonstrate upon completion of the course.*

*Develop learning outcomes that address each of the following:*

1. *The course’s topic area content, skills, attitudes, etc. and*
2. *Writing in the discipline, or within a relevant field, discipline, or profession.*

**Assignments/ Assessments of Course Student Learning Outcomes:** *Articulates key assignments/ assessments that will be used to provide clear indications of student achievement of course learning outcomes, and provides a summary of the purpose and description of the assignments/ assessments.*

1. *Assignments must assess student learning in the topic-area specific content and skill outcomes addressed in the course, AND*
2. *Assignments must consist of a minimum of 20 revised pages of writing.* 
   1. *The 20 revised pages can be spread across multiple assignments. For example, one ten-page research paper, two three-page essays, and four one-page abstracts/summaries, all of which have been revised.*
   2. *Feedback is provided about writing to the student, and students incorporate feedback into the revision of their writing.*

*The outline of the course or tentative schedule incorporates opportunities to specifically address writing in a relevant discipline, field, or profession.*

*Note that assignments frequently contain overlapping outcomes (a single assignment may cover several of the outcomes in the course).*

**Grading System:** *Includes such elements as how points or percentages are allocated to each assignment/ assessment, points or percentages necessary to achieve each letter grade, etc.*

**Readings and Materials** *Lists such elements as books, readings, musical manuscripts or recordings, access to software requirements, and other such materials required for the course.*

**Class Outline or Tentative Schedule** *Includes such elements as expectations regarding the class schedule, when assignments, readings, materials, etc., need to be completed, as well as any expectations about completing work or lab or field trip requirements across the term within which the section is taught.*

*Ensure the outline or tentative schedule incorporate opportunities to specifically address writing in a relevant discipline, field, or profession.*

**Class Policies**: *Identifies and describes class policies, including the makeup of missed assessments, academic integrity, attendance, etc.*

**University Policies**: *Approved University Policy Statements copied and pasted in the syllabus and/or provided via URL.*