

- A. Purpose
 - 1. Educational issue/problem
 - 2. Justification for course
 - a. Learners will gain some new knowledge
 - b. Learners will gain some new skill
- B. Chartering Agency
 - 1. Qualifications
- C. Audience
 - 1. Describe the learners and enrollment restrictions
 - a. Prerequisite (if any)
- D. Instructor
 - 1. Qualification (attached resume)
- E. Content
 - 1. Title
 - 2. Descriptive narrative (general description of course content)
 - 3. Course makes appropriate use of applied or theoretical research in the specified field
 - 4. Learning objectives: What student outcomes are expected
 - a. Time needed to accomplish intent as specified in number of units
 - 5. Topics
 - a. List the sequence of topics
 - 6. Instructional Plan
 - a. Mode of instruction (lecture/discussion, group learning, hands-on, discovery, role play, etc.)
 - b. Learning exercises required for:
 - i. Upper Division/Post Baccalaureate (7000-7799)
 - a. Course has out-of-class assignments which apply knowledge taught in course
 - ii. Graduate (7800 – 7999)
 - a. Course has out-of-class assignments which apply knowledge taught in course
 - b. Course has out-of-class assignments which investigate the existing knowledge base in the specified field
 - c. At least one assignment is required of students that uses applied or theoretical research in the specified field
 - iii. Materials (books, media)
- F. Evaluation
 - 1. Standard
 - a. Criteria for evaluation of students for assigning of grades is clearly specified (grading pattern: letter grade, credit/non-credit)
 - 2. Instruments and Methods
 - a. Describe the instrument and/or method
 - b. How will the instrument and/or method demonstrate achievement?