

## Cardinal Core Syllabus Guidelines

Course syllabi submitted for university-wide Cardinal Core approval must include, but are not limited to, the following information.

- Department, course title, course number, and number of credits
- Course objectives
- Topics covered
- Course requirements
- Criteria for determination of grade
- Cardinal Core learning outcomes listed verbatim
- Statement of how each Cardinal Core learning outcome will be addressed and assessed.\*
- Date syllabus was prepared and by whom

\*The syllabus is meant to provide evidence that the course (and all sections thereof) will conform to the stated Cardinal Core learning outcomes that have been adopted (exactly as written) by the entire university. At a minimum, the established learning outcomes and corresponding assessment methods for each specific outcome must appear in the syllabus.

The course syllabus and proposal work together. When describing how the learning outcomes will be met, keep the student in mind, and then develop the syllabus with the outcomes and stated assessment methods in mind.

Note: These guidelines are in addition to any syllabus standards set by the academic units.

(Revised 03/09/17)