UK Syllabus Template for a Distance Learning Course

This template shows the information generally required on a distance learning syllabus. Much of the material is left to the discretion of the instructor. However, certain components reflect *Senate Rules* and should be adhered to; these items are in the "boilerplate" category, below. Instructors can simply use the language provided here as boilerplate for their syllabi or they may adapt it in their own words which preserve the intent of the *Senate Rules*. Information that is optional, but often included by instructors, is categorized as such and are found at the end of this template.

ABC 123-201
C O U R S E   T I T L E

Semester/Term:
Credit Hours:
Meeting Days/Time/Location:

(Meeting times for online courses should be listed as "Online", but if you are requiring synchronous meeting, enter your meeting day(s), time(s), and location(s) here. Other information in this section should be added once it is confirmed.)

Instructor Information
Instructor:
Office Building & Room Number:
Email:
Office Phone: (859)
Virtual Office Hours:
Preferred Method of Communication: (Note preferred method of communication and maximum timeframe for responding to student communications here.)

Course Description
This is the same description that is in the bulletin description. It should MATCH that description on the course forms, new or change.

Course Prerequisites
If course prerequisites are required, list here, or they can be included in the "Course Description," above.

Skill Requirements
If specific technical/digital literacy skills are required, list here.

Student Learning Outcomes
Learning outcomes are a description of what a student will be able to do upon completion of the course. See the appendix for an overview of Bloom's Taxonomy of Cognitive Learning for examples of active verbs associated with the various levels of cognition.

> After completing this course, the student will be able to:
> 1. Describe something
> 2. Analyze an issue and develop a solution
> 3. Prepare a document for...