Instructions for Completing Common Course Guides

For purposes of consistency, please follow these guidelines in writing Common Course Guides:

General Instructions

- Complete the Course Guide Template and save as a Microsoft Word document. Attach the template to an email and send to the Office of Curriculum and Transfer.
- Incomplete Course Guides will not be accepted.
- Only Course Guides submitted by the discipline chair or curriculum committee chair will be accepted. (See "Procedure for Entering Courses into the System" for further details.

Description

- Begin with an action verb
- Use complete sentences after the first sentence
- Do not exceed 75 words.

Example: (from PHI 111)   Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. This course includes human condition, knowledge, freedom, history, ethics, the future, and religion.

Competencies

- Lists what the student will know when the course is successfully completed
- Each competency must be measurable
- Each competency begins with a measurable action verb
- The list should cover the scope of the course but cannot exceed 20 competencies

Consult Bloom's Taxonomy of Major Educational Objectives for additional information. There are several helpful websites available including: http://www.coun.uvic.ca/learn/program/hndouts/bloom.html and http://www.tedi.uq.edu.au/Assess/Assessment/bloomtax.html

Example: (from PHI 111)

1. Identify and distinguish the major questions in philosophy.
2. Identify and distinguish some of the major schools of philosophy.

3. Demonstrate an understanding of the methods of philosophical thinking.
4. Critically evaluate a primary philosophical source.
5. Communicate philosophical questions and positions to others.
6. Read, analyze and apply written material to new situations.
7. Write and speak clearly and logically in presentations and essays.
8. Demonstrate the ability to select and apply contemporary forms of technology to solve problems or compile information.

<u>Outline</u>

- This is a topical outline and does not necessarily indicate sequence of material
- Should identify topics and major subtopics covered in the material

Example: (from PHI 111)

I.   The Meaning and Values of Philosophy
   A.   Definitions of Philosophy
   B.   Methods of Philosophy
   C.   Applications of Philosophy
II.   Knowledge (Epistemology)
   A.   The Meaning of Knowledge
   B.   Sources of Knowledge
   C.   Verification of Knowledge
III.   Philosophy and the Nature of Reality
   A.   Religion
   B.   Cosmology (Philosophy of Science)
   C.   Mind-Body Relationship
IV.   Ethics and the Human Condition
   A.   Normative Justification
   B.   Freedom
   C.   Aesthetics
V.   Philosophy and Society
   A.   Politics
   B.   History