

## APPENDIX B

### FORMAT FOR COURSE OUTLINES Dale Bumpers College of Agricultural, Food and Life Sciences UNIVERSITY OF ARKANSAS

This form is meant to provide a format for developing a course outline.

- I. A title page should include name of the college and university; course name; course number; prerequisites and/or co-requisites; instructor's name; office number; telephone number and date.
- II. Catalog Description:  
  
Use format exactly as it is found in the University Catalog to include: course number; course title; when course is to be taught; if taught in alternate years, indicate whether even numbered years or odd numbered years; course description including number of contact hours for both lecture and laboratory as appropriate; and prerequisite(s).
- III. Method of establishing a grade in the course. Factors such as unit examinations, final examinations, written or oral report(s), laboratory grades, etc. may comprise the final grade. Clearly elucidate the factors to be considered and the weight to be given to each factor.
- IV. Explain attendance policy for this class.
- V. Explain how this course contributes to the objectives of both your department and Dale Bumpers College of Agricultural, Food and Life Sciences.
- VI. Course Outline:
  - A. Indicate broad objectives to be achieved by this course. Behavior changes, which you hope to achieve, should be broken into areas of knowledge, skills and attitudes. The objectives do not need to be labeled here with these terms, but these are types of objectives that should be considered.
    - 1.
    - 2.
    - etc.
  - B. Teaching Units:  
For each unit, the following components and format are suggested.
    1. Unit #
      - a. Broad Unit Objectives
        - 1.

2.  
etc.

b. Learning Techniques to be utilized in this unit.

c. Objectives by class with the appropriate periods listed for this unit. (There are forty-five 50-minute classes in a typical 3-credit-hour course.)

<u>Period #</u>	<u>Objective</u>	<u>Assignments</u>
<u>1.</u>		
<u>2.</u>		
<u>3.</u>		

d. Methods of evaluation

2. Unit #

a. Broad Unit Objectives

1.  
2.  
etc.

b. Learning Techniques to be utilized in this unit.

c. Objectives by class with appropriate periods listed for this unit. (There are forty-five 50-minute classes in a typical 3-credit-hour course.)

<u>Period #</u>	<u>Objective</u>	<u>Assignments</u>
<u>1.</u>		
<u>2.</u>		
<u>3.</u>		

d. Methods of Evaluation