

NHTI SYLLABUS CORE

Department Course Number _____ Course Title _____

Instructor Name _____ Semester/Year _____

Instructor Contact Information

Office Location _____ Office Telephone _____ Fax _____

E-mail _____ Office Hours _____

Required Texts and Materials:

Supplemental Texts and Materials:

Catalog Description (including prerequisites):

Major Course Objectives/Learning Outcomes:

(What knowledge/skills students should be able to demonstrate at the end of the course)

Instructional Methods:

Lecture	Laboratory Experiment
Discussion	On-line/Blackboard
Conference	Other

Course Assessments:

Methods	Exams	Oral Presentations
Written Work	Practical Application	Other

Grading System (Instructor's system and reference to school policy stated in the Student Handbook)

Course Policies and Procedures:

- Attendance
- Missed assignments and late work
- Make-Up Tests
- Clinical/Practicum requirements
- Other

Semester Schedule:

Topics and Tasks (reading assignments, exams, student presentations, etc.) by Dates

Disclaimer Statement: For example: *The schedule is subject to reasonable modification by the instructor in response to the needs of the class. Changes will be communicated in a timely manner.*

Academic Affairs Notices:

These notices are distributed to faculty by the Academic Affairs Office and are to be distributed with all syllabi. Topics include types of student supports provided by the Learning Center, Disabilities Services, ESL Services and Cross-Cultural Affairs; Civil Rights/Equity notices; and Plagiarism and Cheating definitions and consequences.

NOTE: The intention of this document is to identify essential categories, not to dictate format or to limit content.

Revised:2002/pml