

Tips for Submitting a Course Outline Accompanying a T form

A course outline or [syllabus](#) is required with the submission of a New Topic (T-form) proposal.

NOTE: Course outlines are commonly submitted with the T-form, as topic course offerings serve as “trial runs” for a new course. This allows the instructor to finesse the subject matter and learning outcomes for the syllabus information on the New Course (C-Form) proposal.

Course Outlines must include the following:

Course# and Name

Subject Code and Number

Title: Avoid jargon, slang, trade names, copyrighted names and any non-essential punctuation.

Official Course Description

Written in plain text fashion to the audience of students trying to determine if they want to take the course, and for someone from outside the university who is trying to understand what the course covers. Limit to **80 words**. Avoid jargon, slang, trade names, copyrighted names and any non-essential punctuation. This should match what is on the C form.

Special conditions of the course should be written at the end in italics.

For more information, refer to the [Guide to Writing Course Descriptions](#).

Course (Student) Learning Outcomes:

These should be phrased in terms of what students will know and be able to do at the end of the course:

(<http://www.csusm.edu/teachingandlearning/coursedesign/planyourcourse/developinglearningoutcomes.html>). The CLOs should be phrased using concrete action verbs that can be measured. *Upon completion of this course, students will be able to...*

Tentative Schedule:

Include a list of topics to be covered, including any activities.

Course Format:

If the course is not in a traditional face-to-face format, the format should be explicitly stated.