

COURSE SECTION INFORMATION

# <FACULTY NAME >

## <COURSE TITLE >

### <Program Name>

**Professor’s Name:**

**Email:**

**Phone:**

**Office:**

**Out of Class**

**Assistance:**

**Course Number:**

 **Course Section:**

 **Academic Year:**

**Term:**

**Academic Level:**

### Section-Specific Learning Resources

Include the following statements/list resources as appropriate:

* The textbooks for this course are the same as those listed in the approved course outline available on Blackboard.
* List resources specific to this course section:
	+ - * Textbooks
			* Articles
			* Website links
			* Audio/video files
			* Hardware: equipment or tools
			* Software
			* Etc.
* Other related materials will be provided to the student as required.

### Evaluation Breakdown

Essential:

* Assessments (by name and number) corresponding to assessment categories in the Course Outline’s Predefined Evaluation/Earning Credit section
* Percentage weight of each assessment adding up to 100%
* Link between assessments and Course Learning Requirements (CLRs)

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Value** | **CLRs** |
| e.g., Assignment 1: Formal Email | 5% | 1, 3, 4 |
|  |  |  |
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|  |  |  |

### Learning Schedule (subject to change with notification)

Essential:

* Week number and dates when known
* Topics or subjects to be covered each week
* Learning activities and learning resources
* Assessments: what, when and weight (%) and other key dates (e.g., drop deadlines)
* Readings (by author and page numbers), websites, videos or other required resources
* Link between weekly themes and CLRs

| **Date** | **Weekly Theme and Learning Outcomes** | **Learning Activities** | **Assessments (%)** | **Resources** | **CLRs** |
| --- | --- | --- | --- | --- | --- |
| Week 1Sept. 3, 5 | e.g., **Introduction to Communications*** Identify common reasons for miscommunication
* Explain the basic principles of plain-style writing
 | * Self-check Quiz: Osgood-Schramm model of Communication
* Plain-style writing practice paragraph
 | Assignment 1: Formal Email (5%) | Guffey, pp. 1-12 | 1, 2 |
| Week 2 |  |  | Sept. 12: drop deadline for full tuition refund |  |  |
| Week 3 |  |  |  |  |  |
| Week 4 |  |  |  |  |  |
| Week 5 |  |  |  |  |  |
| Week 6 |  |  |  |  |  |
| Week 7 |  |  |  |  |  |
| Week 8 |  |  |  |  |  |
| Week 9 |  |  |  |  |  |
| Week 10 |  |  |  |  |  |
| Week 11 |  |  |  |  |  |
| Week 12 |  |  |  |  |  |
| Week 13 |  |  |  |  |  |
| Week 14 |  |  |  |  |  |
| Week 15 |  |  |  |  |  |

### Other Important Information

Examples of other information that may be included:

* Classroom policies specific to the course section (e.g., attendance, classroom etiquette)
* How late assignments and extensions are handled
* Relevant College services