

# ****COURSE SECTION INFORMATION (CSI)****

## **<Insert Course Number and Course Title >**

**<Insert Program Name>**

| **Professor’s Name:**  | **Course Section:** |
| --- | --- |
| **Email:** | **Academic Year:** |
| **Phone/Office:** | **Term:** |
| **Out of Class Assistance:** | **Academic Level:**  |

### Learning Resources

*Ensure texts & resources are the same as those listed in the approved course outline*

* <Insert textbooks ,articles, websites, audio/video files, software, hardware, equipment/tools>
* <Insert additional resources specific to this course section>
* <Insert textbooks ,articles, websites, audio/video files, software, hardware, equipment/tools>
* <Insert additional resources specific to this course section>

### Evaluation Breakdown

*Essential:*

* *Assessments (by name and number) must correspond to assessment categories in the Course Outline ‘Predefined Evaluation/Earning Credit’ section*
* *Percentage weight of each assessment adds to 100%*
* *Ensure link between assessments and Course Learning Requirements (CLRs)*

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

### 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 1**Sept. 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** |  |  |  |  |  |
| **Week 3** |  |  |  |  |  |
| **Week 4** |  |  |  |  |  |
| **Week 5** |  |  |  |  |  |
| **Week 6** |  |  |  |  |  |
| **Week 7** |  |  |  |  |  |
| **Week 8** | BREAK | BREAK | BREAK | BREAK | BREAK |
| **Week 9** |  |  |  |  |  |
| **Week 10** |  |  |  |  |  |
| **Week 11** |  |  |  |  |  |
| **Week 12** |  |  |  |  |  |
| **Week 13** |  |  |  |  |  |
| **Week 14** |  |  |  |  |  |
| **Week 15** |  |  |  |  |  |

*Add/delete rows as required*

### Other Important Information

### *Examples of information to include in this section:*

* Classroom policies specific to the course section (e.g., attendance, classroom etiquette)
* Process/expectations regarding late assignments and extensions
* *Relevant College services*