

ANDREWS ACADEMY

Design For Course Outlines

Instructors are to develop course outlines for all classes they teach. The course outline will serve as a contract between the teacher and the student. A copy of each outline is to be submitted to the principal prior to the first class meeting of every quarter. Following are guidelines for material to be included in course outlines.

- Cover Page** Containing:
 - ▶ Institution Name
 - ▶ Department Name
 - ▶ Instructor's Name, Office Hours, Phone, e-mail
 - ▶ Quarter and Year of Course
 - ▶ Class Location
 - ▶ Days and Hours of Class Meetings
 - ▶ Prerequisites for the Course
 - ▶ Statement of Course Description
 - ▶ Textbook(s) and Other Required Materials

- Course Schedule** Listing:
 - ▶ Dates of Activities
 - ▶ Topics and/or Pages to Be Covered
 - ▶ Due Dates for Reading Assignments
 - ▶ Due Dates for Written Assignments
 - ▶ Due Dates for Projects and Other Assignments

- Standards and Benchmarks**

- Learning Activities**
 - ▶ Quantity
 - ▶ Quality

- Outline of Units, Chapters, or Lessons to be Covered**

- The Basis for Assessment and Evaluation**
 - ▶ Attendance Requirements (Refer to Sourcebook)
 - ▶ Class Participation
 - ▶ Weights or Points Awarded for Examinations, Quizzes, Written Work, etc.
 - ▶ Guidelines for Each Level of Grade Given
 - ▶ Rubrics
 - ▶ Other Items on Which Evaluation is Based

- Course Requirements**
 - ▶ Attendance
 - ▶ Participation
 - ▶ Classroom Rules and Procedures (Rules should be brief and enforceable)
 - ▶ Late Work Policy
 - ▶ Description of Projects or Other Activities
 - ▶ Optional Assignments
 - ▶ Academic Dishonesty Statement (Refer to Sourcebook)

- Course Behavioral Objectives**
 - ▶ Affective
 - ▶ Cognitive
 - ▶ Psychomotor
 - ▶ Interpersonal

- Deadlines for Work**

- Requirements for Advanced Placement, Honors, ASEP, etc.**

- Bibliography**

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