

Syllabus Guidelines

Undergraduate New Course Proposals

Note: Course proposals and accompanying syllabi should contain the course number obtained from the Registrar's Office, contact catalog@memphis.edu. Remember that new courses previously offered as "Special Topics" will have a *different* course number as a new course than used as a ST course.

Course syllabus must include:

- **Course Prefix, Number, Course Title.**
- **Course Description** (be sure to include any pre-requisites or co-requisites)
- **Required texts and or readings** (in the rare case that no text or readings are required, please explain). Just noting "see eCourseware" or TBA is not sufficient. **Provision of text/reading is one important indication that course content, place in curriculum, and need for the course has been pre-determined.**
- **Course Learning Outcomes/Objectives**
- **Course Methodology** (including how students will be evaluated, nature of course assignments, grading scale).
- **Tentative Schedule including topics and content to be covered**
- NOTE: If a course is a 4000 course with a 6000 cognate, you will need to be sure to note additional requirements/work/assignments for the 6000 level on the syllabus. Graduate School will not approve courses without this information.