

Information Needed in Syllabus for New Course, Special Topics Request

- **Course Prefix and Number and Course Title**

*for New Courses, please consult the Registrar's Office, Alletha Davis at adavis46@memphis.edu.

*for Special Topics courses, consult the Special Topics course number ranges for your department that are found in the catalog, and if your area does not a ST course number range, consult Eunice Taylor at taylor65@memphis.edu. Note that course title for ST courses will be with ST.

- **Course Description (including any prerequisites)**
- **Required texts and or readings**
- **Course Learning Outcomes**
- **Where course fits into Curriculum (major core, elective, etc.) and students who will be served by this course (including those outside of your department, if applicable)**
- **Course Methodology, Including how Students will be Evaluated**
- **Tentative Schedule Which indicates Topics to be Covered**