

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 a

*for Special Topics courses, consult the Special Topics course number ranges for your department that are found in the catalog, and if any doubt about availability of course number, 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**