

Policy and Procedure Arizona State University		Number SWK 317
Manual Social Work	Section Academic Policies	Page 1 of 3
Subject Format for Syllabus and Course Outlines		Revised 5/14/03

PURPOSE To insure a standard format for all syllabi in the School of Social Work and provide guidelines for course outlines

SOURCES Faculty Council Minutes, January 30, 1987

APPLICABILITY All Faculty, School of Social Work

POLICY Format for Course Syllabus and Course Outlines

The course syllabus serves as the master curriculum for a course. Each syllabus is to be on file with the Office of Faculty Support. The course outline serves as the document which outlines the implementation of the course syllabus. Each instructor is responsible for developing a course outline.

The Faculty of the School of Social Work affirm the need to insure comparability between similar courses and provide guidance for those who teach through standard syllabi. The Faculty also believe in academic freedom which is expressed through the course outlines. Items I through VIII represent the standard format for all syllabi. Course outlines reflect the approved course syllabus and include items IX, X, and XI which are to be developed by the instructor.

All courses reflect CSWE curriculum criteria, and consequently strive to include content on women, people of color, gays and lesbians, social work values and ethics, social and economic justice, and populations of the Southwest.

Semester and Year Approved: _____

I. Name and Number of Course (e.g. Human Behavior in the Social Environment I)

II. Program Level

III. Course Requirement

Credit: 3 credits

Elective or Required: Required

Prerequisite: None

Policy and Procedure Arizona State University		Number SWK 317
Manual Social Work	Section Academic Policies	Page 2 of 3
Subject Format for Syllabus and Course Outlines		Revised 5/14/03

IV. Course Description

(not to exceed twenty words for University catalog purposes)

V. Rationale for the Course (1 paragraph)

What is the purpose of this course?
What content is covered in this course?

VI. Course Objectives

List overall objectives of the course written in observable, measurable terms.

VII. Key Course Concepts

List overall course concepts

VIII. Texts and Reading List

This list is regularly updated by the lead instructor and reflected in the course outlines.

COURSE OUTLINE - to be attached to the syllabus

IX. ASU Policies

Students are responsible for reviewing and complying with all ASU policies, including the following:

Academic Integrity Policy: <http://www.asu.edu/studentlife/judicial/integrity.html>

Student Code of Conduct: <http://www.asu.edu/aad/manuals/sta/sta104-01.html>

Computer, Internet, and Electronic Communications Policy:
<http://www.asu.edu/aad/manuals/acd/acd125.html>

Policy and Procedure Arizona State University		Number SWK 317
Manual Social Work	Section Academic Policies	Page 3 of 3
Subject Format for Syllabus and Course Outlines		Revised 5/14/03

- X. Course Schedule - Plan of Instruction
- XI. Evaluative Procedures - at least two forms of assessment
- A. Specifications of types of assignments given (e.g. minimum = 1 mid term paper or exam and 1 final paper or exam, maximum = 1 paper or exam per unit).
- B. Grading Criteria, indicating weight to be given on each assignment (e.g. papers = 40%; class presentation = 20%; final exam = 40%).
- C. Evaluative procedures should be based on course objectives.
- XII. Required Text(s) and Readings - a reading list should be submitted to the scheduling Secretary at the beginning of each semester in which the course is taught.
- A. List all required texts.
- B. Attach to the course outline a list of all required readings.