

UNION INSTITUTE & UNIVERSITY

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Syllabus must include:

- **Course Dates and Times**
- **Summary of Topics** covered and activities for each course. (*There should be a minimum of 12.5 classroom hours (or equivalent) for every credit hour offered, with an expectation of an additional two to three hours preparation for each hour of class. Non-credit offerings require 10 contact hours per CEU.*)
- **Description of the Methodologies** used in various class sessions (i.e., lecture, discussion, student presentation, simulation, online activity, etc.) If it is an online course, please include description of online learning management system, learner technical support available, and faculty technical expertise regarding the learning management system and online teaching skills.
- **Required Books, Materials, and Other Learning Resources**
- **Statement of Expectations** with regard to attendance, participation, assignments, and learning outcomes.
- **Documentation of Learning** for the course. Substantial undergraduate or graduate level documentation of learning is required for academic credit. Such documentation may take a variety of forms including—but not restricted to—formal papers, activities, reports, exams (in some cases), portfolios or special projects which document the appropriate undergraduate or graduate-level mastery of a topic.
- **Evaluation Process** to be used. How will learning be assessed? What portion of attendance, participation and assignments will indicate successful completion? Will letter grades be given? Narrative evaluations? Both letter grades and narrative evaluations?