**TIPS: UCC Requirements for Course Outlines and Syllabi submissions accompanying a C form**

When submitting a C form for a new course proposal, UCC requires a course outline or syllabus that includes at least the following information:

Course# and Name

Subject Code and Number

Title: Avoid jargon, slang, trade names, copyrighted names and any non-essential punctuation.

Official Course Description

Written in plain text fashion to the audience of students trying to determine if they want to take the course, and for someone from outside the university who is trying to understand what the course covers. Limit to **80 words.** Avoid jargon, slang, trade names, copyrighted names and any non-essential punctuation. This should match what is on the C form. *Special conditions of the course should be written at the end in italics.*

Course (Student) Learning Outcomes:

These should be phrased in terms of what students will know and be able to do at the end of the course: (<http://www.csusm.edu/teachingandlearning/coursedesign/planyourcourse/developinglearningoutcomes.html>). The CLOs should be phrased using concrete action verbs that can be measured. *Upon completion of this course, students will be able to…*

Required/Recommended Materials/Services:

Include reference and explanation of all materials that will be required/recommended for the course. If applicable, include reference to available resources that the department, college, library, or university may have available if the student is unable to purchase the materials.

Tentative Schedule:

Include a list of topics to be covered, including any activities.

Course Requirements and Graded Components:

Include a list of assessment measures (assignments) with their relative weight towards the total grade.

All-University Writing Requirement:

Statement on how the university writing requirement will be met in this course.

<http://www.csusm.edu/policies/active/documents/all%20university%20writing%20requirement.html>

Course Format:

If the course is not in a traditional face-to-face format, the format should be explicitly stated.