

COURSE SYLLABUS GUIDE
COURSE TITLE AND NUMBER
CREDIT HOURS

Semester/year:
Instructor:
E-Mail Address:

Office Location:
Office Hours:
Office Phone:

1. **Course Description:**
(The CSI Catalog description)
2. **Pre-requisites:**
3. **Required Textbooks and Supplies:**
4. **List pre-requisite skills where applicable:**
5. **Course Objectives:**
6. **Outcomes & Assessment:**
What are the student learning outcomes for the course?
What assessments are used to measure student learning outcomes? (e.g., exams, portfolios, performances, etc.)
Include a statement on how results will be used for course improvement
7. **Policies and Procedures:**
(examples)
 - a. Attendance policy
 - b. Hours of lecture each week
 - c. Hours of lab each week
 - d. Required assignments
 - e. Late policy
 - f. Plagiarism statement
8. **Grading Practices:**
 - a. Testing procedure
 - b. Grading Scale
 - c. Other
9. **Library Use if Applicable:**
10. **CSI e-mail**
E-mail is the primary source of *written* communication with all CSI students. Students automatically get a CSI e-mail account when they register for courses. Messages from instructors and various offices such as Admission and Records, Advising, Financial Aid, Scholarships, etc. will be sent to the students' CSI accounts (NOT their personal e-mail accounts). **It is the students' responsibility to check their CSI e-mail accounts regularly.** Failing to do so will result in missing important messages and deadlines. Students can check their CSI e-mail online at <http://students.csi.edu>. Student e-mail addresses have the following

format: username@students.csi.edu. At the beginning of each semester free training sessions will be offered to students who need help using their CSI e-mail accounts.

11. **On-line course evaluation statement:**

Students are strongly encouraged to complete evaluations at the end of the course. Evaluations are very important to assist the teaching staff to continually improve the course. Evaluations are available online at: <http://evaluation.csi.edu>. Evaluations open up two weeks prior to the end of the course. The last day to complete an evaluation is the last day of the course. During the time the evaluations are open, students can complete the course evaluations at their convenience from any computer with Internet access, including in the open lab in the Library and in the SUB. When students log in they should see the evaluations for the courses in which they are enrolled. Evaluations are anonymous. Filling out the evaluation should only take a few minutes. Your honest feedback is greatly appreciated!

12. **Disabilities:**

Any student with a documented disability may be eligible for related accommodations. To determine eligibility and secure services, students should contact the coordinator of Disability Services at their first opportunity after registration for a class. Student Disability Services is located on the second floor of the Taylor Building on the Twin Falls Campus. 208.732.6260 (voice) or 208.734.9929 (TTY) or email cmumford@csi.edu.

13. **Topical Outline for the Course:**