Common Issues in the CurricUNET MASTER Syllabus

Course Prefix & Course Number
Course Title
Instructor's Name:
Office Location:
Office Hours:
Office Phone:
E-mail:

Course Description: CurricUNET master and Catalog should match exactly.

Credit and Contact Hours:
3 Lecture/Demonstration
0 Lab/Studio
3 Credit Hours

Prerequisite: and HIST 106 with a minimum grade of C and HIST 108 with a minimum grade of C

Books, Supplies, and Supplementary Materials:
- Textbooks/Reading list
  Required
  Optional - None

PROPOSED Mode of Delivery: 1 Face-to-face; 0 Hybrid; 0 Online; 0 Other (specify_____________

Methods of Instruction:
- Lecture, Laboratory, Internship, Clinical, Online

Other Methods
Lecture-Discussion, Demonstrations, Simulations, Cooperative Learning, Case Studies, Role Play, Problem Based, Inquiry, Computer Assisted, Individualized, Research.

Student Learning Outcomes:
Course Content Outcomes
1. Verb + essential learning. See “StudentLearningOutcomeSummary.pdf”

General Education Student learning outcomes: Select if the topic is taught, assessed, and feedback provided to the student AND the assessment is the same/similar in all course sections. See “SelectingGenEdOutcomes_2013.pdf”
Graded assignments and policies:

**Graded Assignments**
- Two essays each 5 pages = 20% of grade. Two group projects = 30% of grade. Class participation is 10% of the grade.
- Quizzes, homework, lab assignments, midterm exam and final exam.

**Grading policy**
- A = 100-90%, B = 89-80%, C = 79-70%, D = 69-60%, F = 59% and below

**Major Tests and Quizzes**
- There will be 3 tests. Test #1 (weeks 1-6) = 15%; Test #2 (weeks 7-12) = 20%; and a comprehensive Final Exam = 30%.
- 3 Chapter quizzes = 45%. Final Exam = 45%.
- Exams will include multiple choice, true/false, matching, and essay questions.
- Quizzes are announced at least one class session prior.
- Midterm and final exams dates are listed on the syllabus

**Classroom Policies and Procedures**
A. General Information – Insert information only if it applies to all sections.
B. Attendance Policy – Insert information only if it applies to all sections.
C. Make-up Policy Insert information only if it applies to all sections.
D. Extra-credit Policy – Insert information only if it applies to all sections.
E. Final Exam Information – Insert information only if it applies to all sections.
F. Academic Honor Code Standard required text is inserted by C’NET. Additions can be made if applicable to all sections.
G. College Statement about grades of ‘F’ and withdrawal from class Standard required text is inserted by C’NET. Additions can be made if applicable to all sections.
H. Intellectual Property Standard required text is inserted by C’NET. Additions can be made if applicable to all sections.
I. Student Code of Conduct Standard required text is inserted by C’NET. Additions can be made if applicable to all sections.
J. Sexual Harassment Standard required text is inserted by C’NET. Additions can be made if applicable to all sections.
K. Student Support Standard required text is inserted by C’NET. Additions can be made if applicable to all sections.
L. Safety – Insert information only if it applies to all sections.
M. College Documentation Styles – Insert information only if it applies to all sections.

**Topical Outline**

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Introduction</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>Week 2</td>
<td>Mendelian Inheritance</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>Week 3</td>
<td>Beyond Mendel</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>Week</td>
<td>Topic</td>
<td>Comments</td>
</tr>
<tr>
<td>------</td>
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<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Introduction to genetics and its study; sub-divisions of genetics (molecular genetics, transmission genetics, population genetics and genomics) and their contributions to the study of inherited characteristics in humans.</td>
<td></td>
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<tr>
<td>4</td>
<td>Extensions to Mendel and the inheritance of complex traits in humans: incomplete dominance, codominance, multiple alleles, lethal genotypes, pleiotropy, epistasis, genetic heterogeneity, polygenic inheritance, and environmental effects on characteristics.</td>
<td>Special Topic: Cloning – procedures and societal implications of reproductive and therapeutic cloning in animals, including humans</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week</th>
<th>Day 1</th>
<th>Day 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1st Day</td>
<td>Chapter 6</td>
</tr>
</tbody>
</table>

**COMMON ISSUES**

- Misspelling words.
- Lack of punctuation.
- Formatting issues created by cutting and pasting/inserting text. Create each item using the tools available in CurricUNET – it is faster than trying to resolve issues. Before submitting, download the syllabus, check for issues and make corrections, if necessary.
- SLOs with “Know, Understand, Gain Awareness,” etc. that cannot be observed, measured and verified.
- Topical Outline lacks detail and is textbook-driven. It should provide sufficient information so another qualified instructor could teach the course and obtain the same SLOs and GEOs.
- Graded assignments, quizzes and tests with a fixed number of points. The recommendation is to use percentages to indicate the relative importance of each assignment, quiz or test. Percentages can be applied to any point system.
- Classroom Policies A-E include too much detail for use by all instructors.