

Appendix

Appendix 1 Syllabus Template

Syllabus

Course Number and Name: *state them here (check the catalog)*

Course Credit:

Total Credit Hours:

Course prerequisites:

Course Description: *this must match the catalog description exactly*

Instructor(s): *must include name, office location, phone and email, and office hours; if the course has multiple instructors, indicate the primary contact person*

Course Location: *state building and room number for face-to-face or blended courses;*

Course Objectives: *These are the course's specific student learning outcomes. They should be specific and measurable. They can be organized by course units, or grouped by learning domains (cognitive, affective, psychomotor), as appropriate to the discipline. If you organize objectives by course units, a brief introduction to each unit may be helpful. These will be assessed by the course's evaluation methods (exams, papers, projects etc.); if appropriate to the discipline, the evaluation method(s) for each course objective may be indicated here.*

Instructor-student interaction and student preparation time: *indicate total number of hours of instructor-student contact/interaction (both face-to-face and online), and total number of hours of student study/preparation time expected for the entire course*

Required Resources: *list all required textbooks, articles, readings and other resources*

Other Learning Resources: *include all additional recommended resources, if any*

Teaching Strategies: *list the methods used to facilitate learning (lecture, laboratory, discussion, readings etc.)*

Course Evaluation and Grading: *specify the grading policies and include a 100% grading scale.*

Point Value	Descriptor
100 – 90	Excellent
89 – 80	Good
79 – 70	Fair
69 – 60	Pass

Course and Instructor Policies: list them here; these are specific to the course, section, delivery method or instructor. Examples might include policies related to attendance and tardiness, cell phone use, late assignments and make-ups, methods of communication, use of learning management system, laboratory safety, access to laboratories or studios, etc. Be as specific as possible.

Class Schedule: (Attach sample schedules for various delivery methods (e.g. full 16 week academic semester, 6 week accelerated learning format, 8 week accelerated learning format, etc.)

Date	Topics	Periods	In-class/After-class Activities
Week 1	Class Orientation	2	Ice-breaking Introduction to the College English Class Group Division Preview: <i>Perseverance</i>
Week 2	Perseverance	2	Brainstorming, Discussion, Teamwork: CaféModel: What qualities contribute to success? Preview: <i>Smiles</i>
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			
Week 15			
Week 16			
Total Course Periods			

***Tianhua College Academic Integrity Policy:** SNUTH expects all students to display honest, ethical behavior at all times and under all circumstances. Academic dishonesty is defined as follows:

Cheating: includes, but is not limited to: a) the use of unauthorized assistance in taking any type of test or completing any type of classroom assignment; b) assisting another student in cheating on a test or class assignment, including impersonation of another student.

Plagiarism: includes, but is not limited to: a) failure to give full and clear acknowledgement of the source of any idea that is not your own; b) handing in the same assignment for two different courses without the consent of the instructors.

Fabrication: the forgery, alteration, or misuse of any University academic document, record, or instrument of identification.

Academic Misconduct: intentionally or recklessly interfering with teaching, research, and/or other academic functions.

Sanctions: Faculty members who find evidence of academic dishonesty have sole discretion to determine the penalty, using their professional judgment. This can include a failing grade in the course, or removal of the student from the course. Additional sanctions will be imposed when a student is found to have violated the academic integrity policy more than once; these sanctions may include suspension or expulsion from the university.

*Detailed lesson plan is attached as appendix to this syllabus.

You need to add this part to your syllabus. This is a very important part for teaching accreditation and it is required that every teacher in our college should have this part in syllabus. Please notice that you can write your plan according to your weekly schedule, or based on the topics.

Lesson Plan

Time	WEEK 1
Contents	Lesson 1 - Perseverance
Objectives (Goal)	
Learning outcomes	
Key Points	
Teaching Strategy	
Process	Step 1 Step 2
Assessment	