

6.4.1 Course Description and Syllabi

Each instructor is required to ensure students in each credit class are furnished an electronic copy of the course syllabus in the course shell on USAOnline by the first day of class. A written syllabus may also be distributed. The course syllabus should include the following information:

1. Goals and objectives of the course
2. Textbook(s) and any other instructional material to be used
3. A brief course description (see bulletin entry) and topical outline
4. Office hours of the instructor or means of instructor availability for outclass consultation with students

NOTE: