

TEMPLATE



UNIVERSITY OF GHANA
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DEPARTMENT OF
SCHOOL OF
SEMESTER 20..../20..... ACADEMIC YEAR
COURSE SYLLABUS

Course Code and Title:.....

Credits:.....

Lecture Period(s) and Venue:

Prerequisites: *(if applicable)*

Course Instructor(s) *(if more than one, repeat for all)*

Provide the following information:

- Name *(name of instructor(s) may be placed in the footer)*
- Office Location
- Office Hours, *(you may also include your online hours for when you are available for chatroom discussion on SAKAI)*
- E-mail

Teaching Assistant *(where applicable)*

Provide name and contact information

Introduction/Subject or Course Overview *(should introduce the course- NOT a repetition of information in the student handbook). [50-150 words]*

Course Objective/Goals:

(Broad generalized statements about what is to be learned i.e. the purpose of the course or rationale for the course. These are usually long-term in outlook.)

Learning Outcomes

Measurable statements indicating what you expect students to have learnt and be able to apply or do as a result of having taken the course. These include specific knowledge, skills or attitudes the students will acquire on taking the course. Exam questions are usually framed around these learning outcomes.

Course Delivery (optional):

Information on the mode of course delivery- (lectures, labs, tutorials etc.), including field trips, presentations, etc. How many lectures, how many field trips, labs etc.

Plagiarism policy

Include a statement about UG policy on plagiarism and consequences of plagiarism (NB. The Plagiarism policy is online at AQAU website or Public Affairs website)

EXAMPLE: *Plagiarism in any form is unacceptable and shall be treated as a serious offence. Appropriate sanctions, as stipulated in the Plagiarism Policy, will be applied when students are found to have violated the Plagiarism policy. The policy is available at <http://www.ug.edu.gh/aqau/policies-guidelines>. ALL students are expected to familiarize themselves with the contents of the Policy.*

Assessment and Grading (as applicable)

Eg:	Quizzes	%
	Mid-Semester Test/Interim Assessment	%
	Presentation and Class Participation	%
	Final Exam	%
	Etc.	

Grading Scale:

Put in the details or you can **Write** – Refer to Undergraduate Handbook or Refer to Postgraduate Handbook (as applicable).

Reading List /Required Text (As Applicable)

Text books, reference materials, journals etc

Other Information

Include a caveat /disclaimer to allow for modifications.

Any other information instructors may want to include. [For example, expectation of Instructor concerning classroom attendance, assignments, use of mobile phones, laptops, information on field trips, tutorials etc. etc.]

Course Delivery Schedule(*Instructors can adapt to suit their needs*)

Week	Date	Lecture # (if applicable)	Topic	Comments (<i>include any extra information specific to lectures within a week.</i>)
1				<i>e.g. The learning goals for a particular topic. Or reading list for the topic</i>
2				
3				<i>e.g. name of Guest lecturer</i>
4				
5				<i>e.g. Field trip</i>
6				
7				<i>e.g. interim assessment date, quiz..</i>
8				
9				<i>e.g. Change in lecture venue</i>
10				
11				<i>e.g. Holiday- make up class required</i>
12				
13				

NB. Inputting the information in tabular form is easier. The drawn lines can be removed to make the information appear as regular paragraphed text rather than a table.