SUBJECT Number

Course Title Here

Semester Year

Dates / course meeting time:

Academic credit:

Course format: (e.g. lecture, lecture + discussion, lecture + lab, seminar)

Instructor's Information

Include your name, title, preferred contact information, your office hours and your office location. Also, link to your website or social media presence, if applicable. Add a brief statement about your expertise in the content area.

What is this course about?

Briefly describe the course in a welcoming way, clearly explaining why you find the course important and engaging. What is this course about? What questions does it attempt to answer? How does the course fit into the overall Duke Kunshan curriculum, and how does it support the Duke Kunshan animating principles?

What background knowledge do I need before taking this course?

Note specific prerequisite courses, in addition to any specific knowledge, skills or background needed to successfully complete this course.

What will I learn in this course?

List the learning objectives for the course (the broad course goals should be in the "What is this course about?" section above). The objectives should be specific and measurable, and should clearly state what students will be able to do after successfully completing the course.

How will I know if I have met the objectives of this course?

Briefly describe the major types of assignments you will use to evaluate student mastery of the learning objectives (for example, writing (specific type of paper), laboratory investigations, do library research, deliberate with classmates about ethical dilemmas, etc.) How will students benefit from each type of assignment? (A more specific breakdown of how the course grade is calculated is in the next section.)

How will my grade be calculated?

List the graded assessments and how they will add up to the total course grade. Include your overall grading scale (for example, A = 90% and higher, etc.)

How can I prepare for the class sessions to be successful?

How should students prepare for class? How should students plan to engage in the class? Will the students need to review videos or written materials before class or lab sessions? Will they need to bring notebooks or other materials to each class or lab session?

What required texts, materials, and equipment will I need?

List the required texts or resources that students will need to purchase, including textbooks, software, lab manuals, or equipment such as safety goggles, clickers, etc., and sources where they can be obtained. For texts, provide the full bibliographic entry for each text, URLs if applicable, and information on whether Duke Kunshan Library or another source can be used to borrow the material.

What optional texts or resources might be helpful?

List the optional texts, reference material or resources that will be used in the course. You may instead refer students to links or references on your course website. If none, delete this section.

What are the course policies?

[DKU Administrators: insert link to a pdf or website url for the full DKU course policies and guidelines.]
You may wish highlight particularly relevant policies from the link above, or explain additions to the policies. You may describe your approach to: academic integrity/plagiarism, attendance, honor code, disability access, make-up work, assignment deadlines, and policies on use of cell phones or laptops in class.

What campus resources can help me during this course?

[DKU administrators: Insert link to a pdf or website url for the full list of resources, that includes the writing center, language labs, tutors, and any other relevant campus learning resources.]
In this section, highlight particularly relevant resources or other resources that are discipline specific that are useful for students, in addition to the general resources outlined in the link above.

What is the expected course schedule?

Choose a format, below, and adapt it to fit your course, adding rows as needed.

Date	Class topic/unit name	Pre-class work for students	Planned in-class activities	Assignments due

OR

Week 1

Date	
Class topic/unit name	
Pre-class work for students	
Planned in-class activities	
Assignments due	

Week 2

Date	
Class topic/unit name	

Pre-class work for students	
Planned in-class activities	
Assignments due	

Week 3

Date	
Class topic/unit name	
Pre-class work for students	
Planned in-class activities	
Assignments due	