

OFFICE OF THE CHANCELLOR
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

SUBJECT: GUIDELINES FOR PREPARATION OF MASTER COURSE OUTLINES

PURPOSE: To establish guidelines for the preparation of master course outlines.

GENERAL POLICY

A master course outline is an institutional document whereby a department establishes the major topics, learning outcomes, and assessment methodologies employed in a course. Each credit course must have a current master course outline approved by the department responsible for the course. For new courses, the master course outline must be presented along with other course information as part of the new course approval process. It is the responsibility of the department chair to assure that all courses have current master course outlines and maintain a master department file. All current master course outlines are also maintained in the Office of Academic Affairs. The following minimal components must be contained in Louisiana State University at Alexandria master course outlines.

1. **Course prefix, course number, course title, course credit hours** (as per catalog, see example provided at the end of the policy statement).
2. **Effective date** (this should be the semester and academic year that this version of the MCO became effective).
3. **Course description** (this course description must be identical to the approved course description on file in the Office of Academic Affairs).
4. **Course objectives:** list the major learning outcomes that students should achieve when exiting the course with a passing grade.
5. **Procedures to evaluate these objectives:** list assessment methods to be used to determine whether students have achieved the stated course objectives.
6. **Use of results of evaluation to improve the course:** list actions that will be taken to improve the course as a result of analyzing the results of the course objectives evaluations.
7. **Detailed topical outline:** list the topics and subtopics that should be covered in this course regardless of the individual course instructor assigned to any given section.

Louisiana State University at Alexandria
Faculty Handbook

SAMPLE

ENGL 1002 English Composition Lec. 3 Lab. 0 Cr. 3

Effective Date: Fall 2002-2003

Course Description

Prerequisite: ENGL 1001. An introduction to poetry, drama, the short story and the novel and to writing the research paper.

Course Objectives

1. Develop an understanding of basic literary terms and concepts;
2. Learn how to read and interpret fiction, including short stories and novels;
3. Learn how to read and interpret poetry;
4. Learn how to read and interpret drama;
5. Practice the drafting of brief compositions;
6. Learn how to conduct research on a literary topic;
7. Practice the writing of a documented paper;
8. Learn how to document a paper according to the MLA format; and
9. Become a more perceptive reader, a more effective writer, and a more analytical thinker.

Procedures to Evaluate these Objectives

1. Written exams that cover the lectures, reading assignments, and class discussions;
2. Written essays and documented papers on literary topics;
3. Informal writing assignments and/or homework exercises that teach basic concepts; and
4. Participation in class discussions and other classroom activities.

Use of Results of Evaluation to Improve the Course

1. Student performance on the written exams will be used to prepare new reading assignments, class presentations, and informal exercises as well as to determine the breadth and depth of course material in the future;
2. Student performance on the written exams will be used to prepare better for more appropriate topics for writing as well as to improve the sequencing of subjects for discussion during the semester;
3. Student performance on all minor assignments will be used to assess the students' understanding of basic terms and concepts at any given point in the semester; and
4. Student performance in class will be used to improve the design and sequencing of classroom activities, both in the present and for future semesters.

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Detailed Topical Outline

1. Basic Literary Terms and Concepts
2. The Short Story
3. The Novel
4. Poetry
5. Drama
6. Writing about Literature
7. Researching a Literary Topic and Using the Library
8. Writing and Documenting a Research Paper