

SCHOOL OF BUSINESS & ECONOMICS COURSE SYLLABUS CHECKLIST

Assurance of learning (AoL) is an ongoing process within the School of Business & Economics (SBE). Departmental course coordinators submit a report at the end of each semester detailing course learning objective coverage, textbooks, etc. to provide data on AoL goals and objectives within our programs and curriculum. In an effort to make the course coordinators' task easier, the Dean's office is respectfully requesting that **all syllabi include the following information:**

- Course Name, number, section, times
- Professor contact information and office hours
- Course description: from CofC catalogue
- Textbook or articles used in the course.
- Course learning objectives: If the syllabus is for a core business course, please list the learning goals developed by the department faculty.
- A statement regarding what SBE learning goals are addressed by this course. (Example: if writing assignments are given the course would address written communication skills; presentations would address oral communication skills.) The SBE learning goals are:
 - **Effective Communications:** *Students will write professional documents that are technically correct and concise and make effective presentations utilizing technological tools and ability utilizing relevant discipline specific knowledge.*
 - **Ethical Awareness:** *Students will recognize and be able to appraise ethical dilemmas involved in business decisions and competently engage in discourse aimed at resolution of these dilemmas utilizing relevant discipline specific knowledge.*
 - **Global Awareness:** *Students will recognize and examine the global implications of business decisions while evaluating and integrating innovative applications of these implications utilizing relevant discipline specific knowledge.*
 - **Problem Solving Ability:** *Students will demonstrate critical thinking skills in identifying and evaluating problems and opportunities in the business environment and apply analytical techniques to formulate creative solutions utilizing relevant discipline specific knowledge.*
- List of topics covered in the course
- Assignments, methods of evaluation, and grading scale
- Statement regarding academic honesty or honor code