

MODEL SYLLABI FORMAT  
(Please submit your syllabus electronically in Word format)

J F K U L E T T E R H E A D

QUARTER, YEAR  
COURSE NUMBER + COURSE TITLE

**COURSE MEETING DATES, TIMES & LOCATION**

**INSTRUCTOR CONTACT INFORMATION**

**COURSE DESCRIPTION** – The same class description as listed in the JFK University Catalog and on the JFKU website.

**INSTRUCTOR BIOGRAPHY** – Provide a brief summary of your professional background, experience, and credentials as they apply to the course content.

**LEARNING OBJECTIVES** – Upon successful completion of this course, students will be able to:

1. Objective;
2. Objective;
3. Objective;
4. Objective;
5. Objective;

**REQUIRED TEXTS**– List all required text books with complete name of text, author(s) and publication date (also, please complete the Textbook Order Form). *Course Readers* should be prepared using the Reader Policies & Procedures.

**RECOMMENDED READINGS** – List all books and other materials that students can access to supplement their interests in the course subject matter.

**RECOMMENDED SUPPLEMENTARY SOURCES**

*PRINT RESOURCES*

Source 1

Source 2

*ELECTRONIC RESOURCES*

List Internet resources that may be of use to your students. Here are a few samples:

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John F. Kennedy University Library  
<http://library.jfku.edu/>

Hoover's Online: The Business Network  
<http://www.hoovers.com>

**GRADING OVERVIEW**

The grade students earn for the course will be derived using John F. Kennedy University's decimal grading system. Here is a sample breakdown of assessment mechanisms:

***Assignment***

Case Study	15%
Industry Analysis	15%
Midterm Examination	20%
Presentation	15%
Class Participation	10%
Final Examination	<u>25%</u>
<b>TOTAL</b>	<b>100%</b>

Please see the current John F. Kennedy University Catalog or consult your instructor for guidance in determining your decimal grade.

**EXPLANATION OF ASSIGNMENTS** – clearly outline the parameters, requirements, and metrics for each assignment.

**COURSE SCHEDULE** – provide a general guide to how the course will unfold over the quarter. Instructors may adjust the outline to meet the unique needs of a class.

<i>WEEK</i>	<i>TOPICS AND ASSIGNMENTS</i>	<i>READINGS</i>
<b>1</b>	COURSE INTRODUCTION AND OVERVIEW	
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>	MIDTERM ASSESSMENT (PRESENTATION/PROJECT/EXAM)	
<b>7</b>		
<b>8</b>		
<b>9</b>		
<b>10</b>		
<b>11</b>	FINAL ASSESSMENT (PRESENTATION/PROJECT/EXAM)	