

# MASTER SYLLABUS

Course:

Date:

Instructor:

Course Description:

Textbook:

Student Learning Outcomes:

## Minimum Clock Hours Required for This Course

	DIRECT Faculty Instruction In-class  <b>37.5 h required</b>	Student Work Out of Classroom <b>75 h required</b>
In-class "lecture"	37.5 h	
Reading chapters		15 h
Quiz/activity for each chapter	Included in lecture time	10 h prep
Research project		10 h
4 lecture exams		30 h exam prep
Cumulative final exam (Academic Testing Center)	Included in lecture time	10 h exam prep
<b>Total Hours</b>	<b>37.5 h</b>	<b>75 h</b>

*if the course is offered in different formats such as hybrid, on-line, face-to-face a separate "Minimum clock hours" table is required for each format.*

**Services for Students with Disabilities:** Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at \_\_\_\_\_

# Bus 599 Course Guide Syllabus

**Terry C. Jones**



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