

Course Name

2009-2010

Teacher Name

Phone Number

School Email

Course Description: (what it is and how it fits into your two-year CTE program)

Organization: (how the course will be conducted and very roughly what will be involved.)

Course Standards: (overall CTE learning standards within this course.
http://www.aztechprep.org/CTE_Programs/Career_Prep/career_prep.html for your program standards)

Course Topics: (units or topics of study)

Textbook: (name of book and workbook if applicable, edition number and author.)

Grading Plan: (Very important and required. Students MUST know how they are going to be graded, and they must know this as early as possible. This is the place to "put it in writing" and ensure that everyone is clear about it (students who enroll late should be given a syllabus upon entering the class.) Example: Drawings 40%, Quizzes 10%, Final Exam 10%

Classroom Rules of Conduct: (Miscellaneous operating rules appropriate to your course and the classroom/lab environment. Any safety rules should be noted here.)



Do not include attendance, makeup work, or grade distribution in your syllabus as these items are covered in the student handbook.