# Capstone Syllabus Template

(based on the template approved by the NAU Faculty Senate on 1/25/16)

[Click for a step-by-step guide for developing your capstone syllabus](http://nau.edu/University-College/Liberal-Studies/Refreshing-Capstone-Syllabus-Steps/)

**College**

**Department/ Academic Unit**

**Course prefix, Section number and Title**

**Term/ Year**

**Total Units of Course Credit**

**Course Pre-requisite(s), Co-requisite(s), Co-convened, and/or Cross-Listed Courses:**

**Mode of Instruction:** Identifies whether the class is face-to-face, online, blended.

**Instructor’s Name**

**Instructor’s Contact Information** Office Phone; E-mail; Skype address, etc.

**Instructor’s Availability** Includes such elements as office address, office hours, and/or online availability, times the instructor is typically online or may be reached by phone, amount of time within which the instructor will respond to e-mails, etc.

**Course Purpose**

Note: If your capstone is a “Topics” Course, ONLY the Liberal Studies-related section of the Course Purpose must be identical across all iterations of the Course Syllabus when taught. *Other aspects of the Purpose may be changed according to the topic.* Please highlight which elements of the course purpose will be included in every version of the capstone topics course.

1. Describes to students how this course provides a culminating experience within the major, wherein students inquire, synthesize, apply, or work in ways that prepare them for a productive future.
2. Specifies that this course integrates at least two of the Liberal Studies Essential Skills into the culminating experience, or into an additional learning outcome and assignment.
3. Specifies that this course integrates at least one of the Liberal Studies Distribution Blocks into the culminating experience, or into an additional learning outcome and assignment.

**Course Learning Outcomes**

Note: If your capstone is a “Topics” Course, ONLY the Liberal Studies-related section of the Course Learning Outcomes must be identical across all iterations of the Course Syllabus when taught. *Other aspects of the Course Learning Outcomes may be added or subtracted according to the topic.* Please highlight which elements of the course learning outcomes will be included in every version of the capstone topics course.

1. Describes to students how the course learning outcomes align with the course purpose and description of the culminating experience
2. Includes outcomes for at least two Essential Skills, and these outcomes align with the Essential Skill descriptions. Go to <http://tinyurl.com/j6nhber> for list of definitions.

3. Includes outcomes for at least one Distribution Block, and these outcomes align with the purpose and example learning outcomes of the Distribution Block. Go to <http://tinyurl.com/j6nhber> for information on outcomes

**Assignments/ Assessments of Course Student Learning Outcomes**

Note: If your capstone is a “Topics” Course, the Liberal Studies-related elements identified in #2 below must be identical across all iterations of the Course Syllabus when taught. *Other aspects of assignments may be changed according to the topic.* Please highlight which Liberal Studies-related elements will be included in assignments in every version of the capstone topics course.

1. Ensure that the assignments/ assessments clearly align with the culminating experience within the major, wherein students inquire, synthesize, apply, or work in ways that prepare them for a productive future (such as: research paper, thesis, report, presentation; exhibit, portfolio, performance; service learning project, internship; practice in the field: student teaching, working with patients, designing work for clients, etc.).
2. Ensure that specific assignments/assessments clearly align with or integrate
   * the Liberal Studies descriptions of the two identified Essential Skills
   * the Liberal Studies outcomes that represent at least one of the Distribution Blocks

and that these assignments/assessments constitute a significant part of the course grade.

[Factors to consider when using the Capstone for Degree Program Assessment](http://nau.edu/University-College/Liberal-Studies/Liberal-Studies-Assessment/)

**Grading System:** Includes such elements as how points or percentages are allocated to each assignment/ assessment, points or percentages necessary to achieve each letter grade, etc.

**Readings and Materials** Lists such elements as books, readings, musical manuscripts or recordings, access to software requirements, and other such materials required for the course.

**Class Outline or Tentative Schedule** Includes such elements as expectations regarding the class schedule, when assignments, readings, materials, etc., need to be completed, as well as any expectations about completing work or lab or field trip requirements across the term within which the section is taught.

**Class Policies**: Identifies and describes class policies, including the makeup of missed assessments, academic integrity, attendance, etc.

**University Policies**: Approved University Policy Statements copied and pasted in the syllabus and/or provided via URL.

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NAU Faculty Senate Syllabus Template Notes:

* Elements not in **bold** are provided as descriptors and are not meant to be included in the syllabus.
* Additional syllabus information may be included based on the program’s or instructor’s preference.
* Use the order of this syllabus template for submissions to the Academic Catalog. Otherwise, headings may be ordered as seen fit by the academic program or instructor