Course Preparation

In order for courses to run smoothly, each faculty member or guest lecturer must adhere to standardized timelines in regards to when elements of your lecture/course are to be submitted to the appropriate curriculum assistant.

1. **Textbook selections** and their status as required or recommended for the course are due to the curriculum assistant six (6) months before the beginning of the course offering.
2. **Course syllabi** should resemble the model syllabi found in the appendix and must be delivered to appropriate curriculum assistant three (3) months prior to the start of the course.
3. **Lecture materials** (including power point slides) must be submitted ten (10) weeks before the start of the course. This allows for the proper copyright clearance to be obtained through the university, a process which takes approximately eight (8) weeks. The remaining two (2) weeks are necessary to get the physical course pack compiled, printed and distributed to the student body.
4. **All exam questions** are to be completed (including the proper citations) proofread, tendered to the curriculum assistant at the same time as the lecture materials, which is 10 weeks before the beginning of the course.