

Helpful Hints/Recommendations from the OTM Social Sciences Panel

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Review the guidelines carefully and know that the committee follows the guidelines literally.

Regarding the working syllabi everything must be in sync. The course description, course objectives, course reading materials and the course outline must cohesively fit together.

Reading materials should be current.

If the title of the course has the word "Issues," in it chances are the content is variable which is contrary to transferability and the TM guidelines.

Good working syllabi should contain the following items:

- Title of the course
- Number of credit hours
- Pre-Requisites if any
- Course description
- Course outcomes or goals
- Course objectives
- Criteria for Assessment & Evaluation
- Required textbook
- Additional readings if any
- Course Outline