# CONTENTS

Foreword v
Preface xi
Acknowledgments xiv

## PART I: FOCUS ON LEARNING
1. Planning Your Learning-Centered Syllabus:
   - An Overview of the Process 4
   - Composing a Learning-Centered Syllabus 12
   - Using a Learning-Centered Syllabus 20

## PART II: EXAMPLES
23. Checklist 23
24. Title Page 24
25. Table of Contents 25
26. Instructor Information 26
27. Letter to the Student 27
28. Purpose of the Course 28
30. Course Description 30
32. Course and Unit Objectives 32
39. Resources 39
43. Readings 43
45. Course Calendar 45
48. Course Requirements 48
56. Evaluation 56
65. Grading Procedures 65
69. How to Use the Syllabus 69
71. How to Study for This Course 71
73. Content Information 73
74. Learning Tools 74
81. Checklist 81

## PART III: RESOURCES
83. Suggested Readings 83
84. References 84
91. Index 91