

The **catalog description** is a short paragraph that summarizes the objectives and content of the course. It should accomplish the following:

- State the goals and outcomes a successful learner can demonstrate at the end of the course.
- Identify key topical areas that the course will address/cover.
- Identify the target audience (if appropriate).
- identify special requirements (such as required participation in field trips or attendance at performances).
- Use complete sentences (at least three), active voice, and the present tense.

Example: *This course introduces students to the history of museum and gallery exhibitions as well as to the theories behind historical and contemporary museum and gallery exhibition design. It relates these ideas to art exhibitions and to those in anthropological and science collections. Topics include the history of exhibition and display, exhibition design and layout, collections management, and publicity. Museum visits may be required.*