

COURSE SYLLABUS AND OUTLINE

Through the combined efforts of all faculty members teaching a given course and under the supervision of the Department Chair, a syllabus will be prepared for each course offered in the curriculum. Each course should be taught using the approved course syllabus personalized for each section. The syllabus for each course should be revised upon the acquisition of a new text for that course or when a revision is deemed necessary. A copy of each personalized syllabus should be filed with the appropriate Department Chair. The syllabus will be made available to the students, online or paper-based, by the first day of class. Items listed under the standardized departmental syllabi section below must be included on all syllabi. An effective syllabus should also contain most of the items listed under the personalized syllabi section below.

Standardized Departmental Syllabi (Required items)

1. Title and number of the course
2. Course Description
3. Measurable learning outcomes (End-of-Course Outcomes)
4. Title and edition of textbook
5. Outline of course topics
6. Brief description of each major course requirement, including each major assignment and examination
7. Lists of any required or recommended readings

Personalized Syllabi

1. Faculty member contact information and office hours (Required)
2. Specific objectives related to the subject matter
3. Calendar of important dates, including examinations, final exam date and if appropriate, dates of other major assignments and/or projects
4. Grading criteria for all tests, class assignments, in-class participation, etc.
5. Course bibliography (bibliography should be practical)
6. Faculty expectation of students including reference to
 - a. Penalties for cheating and plagiarism, (“Academic Integrity” in the *Student Handbook*),
 - b. Attendance/Participation policy, including a statement such as “It is the student’s responsibility to drop a class if he/she is unable to continue attending the class.” (“Attendance/Participation Policy” in the *Student Handbook*),
 - c. Classroom behavior expectations, (“Disruptive Behavior” in the *Student Handbook*) and
 - d. Faculty need to be sure to include expectations not outlined in the college policies.

Board Approval Date: June 15, 2015

Effective Date: June 16, 2015

Policy Manual Review Committee – No Changes: April 12, 2018

Online Course Syllabus and Faculty Member Curriculum Vitae

In accordance with Texas Education Code 51.974 - Internet Access To Course Information and Texas Higher Education Coordinating Board (THECB) rules Title 19, Part I, Chapter 4, Subchapter N faculty members shall make available to the public not later than the seventh day after the first day of classes for the semester or other academic term during which the course is offered on the institution's Internet website the following information for each undergraduate classroom course offered for credit by the institution: a syllabus and a curriculum vitae for the faculty member(s) of record. If multiple sections of a course use an identical syllabus with identical assignments and readings, only one syllabus shall be posted. The curriculum vitae of each instructor(s) of record for each section shall be posted. Online information must be updated as soon as practicable after the information changes, at least once for every semester in which the course is offered.

THECB rule §4.227 defines syllabus as a document describing the course that satisfies any standards for syllabi adopted by the institution. The document shall include, at a minimum, the following:

1. Brief description of each major course requirement, including each major assignment and examination;
2. The measurable learning outcomes for the course, as defined in Subchapter E, §4.104 of this chapter (relating to Measurable Learning Outcomes for Undergraduate Courses);
3. A general description of the subject matter of each lecture or discussion; and
4. Lists of any required or recommended readings.

Board Approval Date: June 15, 2015

Effective Date: June 16, 2015

Policy Manual Review Committee – No Changes: April 12, 2018