COURSE SYLLABUS REQUIREMENTS

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 by each faculty for each course offered in the curriculum. Each course should be taught using the approved course syllabus template, individualizing required sections and adding additional information to help students successfully navigate the course.

Items listed under the Required Syllabus Information section below must be included on all syllabi. The list below is not exclusive of additional individualized syllabus information faculty may choose to include.

Faculty will post each course syllabus in the learning management system no later than the day prior to the first day of the term. A course syllabus should be updated as soon as practical after any of the information changes; students must be notified of any changes upon occurrence.

The following syllabus information and protocol is designed to meet the requirements of HB 2504 and Temple College standards. Faculty must include the following information in the selected vendor platform, which will be available for students in the learning management system and posted for public access on the Temple College website.

Required Syllabus Information

- **Course Information** (Course Rubric and Number, Course Title, Instructional Method, Term, Credit Hour Breakdown, Meeting Location(s), and Class Meeting Times. It is recommended that the syllabi also include the estimated hours required of student outside "class time" to be successful in course)
- **Information About the Course** (Course Description, Prerequisite(s), Requisite(s))
- **Faculty Information** (Name, Email, Title, Phone, Office Location, Student Support Hours, About Your Instructor, Preferred Method of Communication, Link to CV on Temple College website)
- **Departmental or Supervisor Information** (Instructor response time to student concerns and questions is clearly identified; policy states response in no more than 72 hours. Department Chair/Supervisor Contact Information, including name, email, and phone; Guidelines for contacting a Department Chair/Supervisor)
- **Learning Resources** (Textbook Information, Required Materials, Additional Learning Materials, Required Technology, D2L/Email Help, Course Bibliography if needed)
- **Measurable Student Learning Outcomes** (from ACGM or WECM)
- **Grading Criteria** (Item/Category, Points/Percentage, Grading Scale, Other Grading Criteria Information as needed)
- **Course Outline/Schedule** (Week/Module, General description of subject matter of each lecture and discussion - outline of course topics)
- **Disclaimer Statement** (This syllabus is tentative and subject to change at the instructor's discretion. Students will be notified of changes, if any, in a timely manner)

- **Expectations for Engagement for Instructor** (What students can expect from the instructor, such as timely grading, communication, engagement, etc.)
- **Student Course Participation Expectations** (What the instructor expects from the student, such as course participation, assignment completion, communication, respect for others, etc.)
- **Links to Student Support Services** (Contact List of Student Support Service Offices: Circle of Support, Tutoring, Special Populations Offices)
- **Additional Course Policies** (These include instructor policies and/or departmental policies)
- **General Education Core Objectives/Marketable Skills** (Department-specific Marketable Skills)
- **Links to Institutional Resources** (Student Handbook, College Catalog, Board Policies & Administrative Regulations, Class Schedule, Financial Aid, Repeating Courses, 3-Peat Rule, Dropping a Course or Withdrawing from College, Students with Disabilities, Academic Accommodations, Grade Information, D2L/Office 365/Teams Support, Email Help, Parking and Driving on Campus, Title IX and Sexual Violence, Campus Carry)

Faculty Curriculum Vitae Requirements

Faculty will post their CV using the provided platform no later than the day prior to the first day of the beginning of the term, linking this CV in each syllabus. A CV should be updated as soon as practical after any of the information changes.

Faculty must include the following information in their CV:

A. Courses Taught
B. Education
C. Previous Teaching Experience
D. Previous Professional Experience (if applicable)
E. Professional Publications (if applicable)
F. Professional Performances (if applicable)
G. Research Interests (if applicable)

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