

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 or additional required resources
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
8. Tutoring options for students

Personalized Syllabi

1. Faculty member contact information (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

Faculty need to be sure to include expectations not outlined in the college policies.

Online Course Syllabus and Faculty Member Curriculum Vitae

Faculty will post their CV within 7 days of the beginning of the course. CVs should be updated as soon as practicable after the information changes. Faculty should include the following information:

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

Faculty will also post an online course syllabus within 7 days of the beginning of the course. Online course syllabus should be updated as soon as practicable after the information changes. Faculty should include the following information:

- A. Brief outline of course topics
- B. Brief description of each major course requirement, including each major assignment and examination;
- C. Measured learning outcomes