

## **Syllabus Requirements**

For each academic and technical course, instructors must develop a comprehensive course syllabus which delineates and defines course content in a consequential manner, providing tie-ins with text, assignments, outside projects, tests, computer usage, science labs, and methods of teaching and student evaluation. As a preface to the syllabus and to be used as a student handout, the syllabus should contain the following items: (1) course title, (2) course number, (3) instructor's name, (4) course goals, (5) absentee policy, (6) homework policy, (7) materials needed, (8) texts, (9) test policy, (10) grade policy and scale, (11) office location and hours, and (12) any other requirements, information, or policies that would be beneficial to the student taking this course.

These syllabi are to be prepared in duplicate, one copy for the division chair and one for the Dean of Instruction, so that a complete course description and a complete list of course requirements will be on file in each office. This will not only satisfy Southern Association review requirements, but will also be invaluable when dealing with student problems in specific courses. There can then be no doubt about what a student in a particular course has been advised concerning course policies and procedures. A recommended course syllabus format follows.

## RECOMMENDED COURSE SYLLABUS FORMAT

- I. COURSE NUMBER AND TITLE
  - A. The semester the course is taught, first or second or first and/or second
  - B. A description of the course as it appears in the College *Catalog* including pre- or co-requisites
  - C. Instructor's name
    1. Location of office (building and room number)
    2. Office phone number
    3. Office hours
  - D. A list of materials required for the course
    1. Text book (include title, author, publisher, edition, etc.)
    2. Workbooks
    3. Other materials
- II. GENERAL EDUCATIONAL GOALS
  - A. General educational goal statement (This should be the same for all sections of the same course and should be identified by a consensus of all faculty who teach the course.)
  - B. General education outcome statements
- III. OTHER COURSE/DISCIPLINE GOALS

This section is more individualized, allowing for differences in the emphasis used by the various faculty teaching the same course.

  - A. Other goal statements
  - B. Other outcome statements
- IV. METHODS OF ASSESSMENT

The methods of assessment or measures used to provide evidence of a student's success should be identified in this section. It should include the various methods used by the instructor to determine the student's grade. Information should be included about the use of subjective and objective assessment techniques (i.e., written examinations, oral examinations, laboratory work, daily assignments, classroom participation, etc.).
- V. POLICIES AND PROCEDURES
  - A. Grading

All policies relating to grading should be included here (ie, grading scale, how grades are calculated, grades that can and cannot be earned, etc.).
  - B. Attendance

Policies on absences of all kinds should be included here (ie, excused absences, illness, weather policy, etc.).
  - C. Assignments

The policy on assignments that are turned in late should be included here.
  - D. Make-up work/exams

Dates of exams, missed exams, and policy on making up missed work

E. Cheating/student conduct

Faculty may want to include specific information on cheating and conduct (dress code) or refer to these policies on cheating in the student handbook. **All students should be made aware that they are not allowed to wear caps, hats, or headgear of any kind except for medical or religious reasons. This policy applies to all campus buildings except athletic facilities and dormitories.**

F. Withdrawal

Faculty may want to outline the process and procedures of withdrawal here.

G. Other (copyright laws, plagiarism, etc.)

VI. TOPICAL OUTLINE

This section of the syllabus should include a complete topical outline of the material covered in the course. The information may be as general or as specific as the faculty member wishes, but at a minimum should provide the student with an overview of the course content. A calendar of scheduled topics and of teaching methodologies (lecture and lab) may be included.

VII. ASSIGNMENTS

The faculty may or may not wish to include a detailed section of course assignments. However, this section should include information on work that will require additional time such as labs, field trips, etc., and possible expenses beyond the cost of the textbook - Also acquiring extra credit.

VIII. OTHER (OPTIONAL)

This section is to be used for individual preferences on bibliographies, a sample test, outside resources, Library-Learning Resources Center information, etc., and a copy of the course final examination.