MOTLOW STATE
COMMUNITY COLLEGE

POLICY

Category
COURSE SYLLABI & OUTLINE – 2:10:01:00
Approval
Leadership Council Approved: September 2, 2016
Effective Date/Approved: January 30, 2015
Revised: January 30, 2015; editorial update December 21, 2016
Responsible Party: Vice President for Academic Affairs

I. SYLLABI

A. A standard syllabus is to be completed for each course offered at Motlow State Community College. A copy should appear on the web page of the department for which the course is listed. These standard syllabi play a role in the making of the image of the College, provide a means of communicating course outcomes to stakeholders, and contribute to continuity and consistency in the courses from semester to semester. They may be used to secure approval of state agencies, to determine whether the course is parallel to one offered at a four-year institution, to achieve the best articulation and coordination in instruction, to facilitate research that deals with curricular development and accreditation reports, and to aid new faculty members in their preparations.

B. Each standard syllabus is to be reviewed annually by those faculty members teaching that course and appropriate changes made to reflect textbook changes and catalog changes or to add information to make the syllabus up-to-date. A joint effort between faculty members who are teaching the same course is needed to provide consistency in content. A faculty member should review the current syllabus prior to teaching a course for the first time, and a Standard Syllabus should be developed during the semester prior to a newly developed course being taught for the first time.

C. In preparing Standard Syllabi and Course Outlines (see below), faculty members should use the Master Syllabus Template. However, Disciplines that undergo formal accreditation should create their own Syllabus Template in keeping with their accrediting body's suggestions and/or recommendations if the discipline's faculty feel that deviation from the Motlow State Community College Master Syllabus Template is warranted.

II. COURSE OUTLINES

A. Each instructor is to provide a Course Outline to each student enrolled in each course. The Course Outline is the instructor's personalized version of the course Standard Syllabus. This information may be distributed in either printed or electronic form (D2L) and will include the following:
   1. Course title
   2. Credit hours awarded Prerequisites
   3. Instructor name, office hours, advising hours (full-time faculty only), and contact information
   4. Required and/or supplemental materials such as textbook, lab equipment, etc.
   5. Program Learning Outcomes (What students can do after completing the Program)
   6. Student Learning Outcomes (What students can do after completing the course)
   7. Course Objectives (What students will practice doing in the course)

8. Major assignments and the method for determining final grades Grading Polices (such as Late-Work and Attendance Policies)
9. Course Policies (such as Academic Misconduct or Class-Cancelation Policies)
10. Education Technology information (D2L instructions, Technical Support information, etc.) Disability Services statement
11. Confidentiality of Student Records statement (FERPA) Student Success information
12. Class meeting/assignment schedule

B. Course Outlines are to be distributed to the students by the second class meeting each semester, and a copy of each is to be filed in the appropriate dean's office.

C. When creating course outlines, instructors teaching online, hybrid, or ACE courses should use the Motlow State Community College Template for Distance Education Courses found in the Distance Education Policy (2:05:00:00).

D. Instructors may choose to create Course Content links in D2L specifically for Policies, Schedule of Assignments, etc., but a Course Outline document should also be placed on the D2L page so that all course and Motlow State Community College policies are available in one document as a student resource.