

## 3357:13-14-081 Syllabi for Courses

(A) Syllabi are used in two different ways at the College. Some departments develop a master course syllabus that serves as a guide for instructors and also is designed to be distributed to students during the first week of the quarter. Other departments develop a master course syllabus designed for use by the instructors only. In this case the instructor is responsible for developing his/her own syllabus for distribution to students. This syllabus should be distributed during the first week of the quarter and should include the following:

- (1) Academic Division:
- (2) Department:
- (3) Course Number and Title:
- (4) Course Coordinator/Department Chair:
- (5) Prerequisites:
- (6) Syllabus Effective Date:
- (7) Textbook(s) Title:
- (8) Workbook(s) and/or Lab Manual:
- (9) Course Description: from NCState catalog
- (10) Core Learning Outcomes
- (11) Course Outcomes and Assessment Methods:
- (12) Course Topical Outline:
- (13) Course Assignment:
- (14) Recommended Grading Scale:

(B) Under Core Learning Outcomes and Course Outcomes and Assessment Methods, you need to be specific as possible on how these are met (for example, test #3, oral presentation) and when they are met (for example, 4th week of quarter). Your course may not meet all Core Learning Outcomes. For example, an English course may not meet the Core Learning Outcome of Computation. If your course does not meet a Core Learning Outcome, just leave the space blank.

(C) A sample of an individual instructor's syllabus for distribution to students can be found as form [14-081b](#)

(D) The format for master course syllabi can be found as form [14-081a](#).

Effective: August 13, 2009

Expires: August 1, 2014

Review Dates: 8/13/09,