

PROCEDURE

Number: 41-06
Title: Course Outline
Responsibility: Academic Affairs
Original Approval Date: 2/3/2004
Last Cabinet Review: 2/10/2025
Last Revision: 2/26/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC:

Other:

Procedure Description

I. PURPOSE

To establish a uniform method for developing a course syllabus.

II. PROCEDURE

Each instructor must make the syllabus for each curriculum course that he or she teaches available online in an unrestricted area of the FDTC website. Students must be informed at the beginning of a course of any updates to the syllabus and given instructions to access the syllabus.

A syllabus for a new course must be made available at least two weeks prior to the beginning of a semester for a new course. Courses that are taught on a continuing basis from year to year must be reviewed and updated annually. The following course syllabus model should be used as a guide. The syllabus content is placed in the syllabus template with the FDTC logo. For details, refer to the Faculty Handbook.

Course Syllabus Model

[Department/Course #] [Course Title] [Credit Hours] [Section Number, if applicable]

Term:

Instructor:

Phone:

E-mail:

Office: [may use phrase "off campus"]

Office Hours (Full-time Faculty Only): [List days, times, and locations. Must list a minimum of 8 hours.]

Prerequisites and/or Co-Requisites: [use "none" if none]

Course Description: [catalog description]

Required Textbooks and Materials: [use a bulleted list if more than one item. Text information must be in MLA or APA format, followed by ISBN.]

Course Objective:

Course Competencies:

Topical Outline: [weekly schedule of topics covered]

Class Schedule:

Instructional Methodology:

Assessment Methods: [specific list of work counted toward grade, including percentage]

Grading Scale: [table of alpha-numeric grade equivalents]

Attendance/Make-Up Policy: [required statement] See Faculty Handbook

General: see Faculty Handbook [make-up policy or elaboration upon attendance policy to be written by the instructor and approved by the department]

Attendance Policy for Online Courses: [required statement for online courses] See Faculty Handbook

Students must submit or participate in at least one academic assignment or activity on a weekly basis. Examples include but are not limited to: (34 CFR 600.2) [make-up policy or elaboration upon attendance policy to be written by the instructor and approved by the department]

Withdrawal Policy: [required statement] See Faculty Handbook

Academic Dishonesty Policy: [required statement] See Faculty Handbook

Disabilities Statement: [required statement] See Faculty Handbook

Student Sexual Misconduct Policy: [required statement] See Faculty Handbook

Mandatory Reporting Policy: [required statement] See Faculty Handbook

Other Information: [optional]

Caveat: Every attempt will be made to follow the instructional schedule as described in this syllabus. However, the instructor reserves the right to change the schedule due to unforeseen circumstances. If such changes are warranted, students will be given advance notice and changes will be posted in D2L.

Signed Statement of Understanding: [required to be signed and submitted to the instructor]

I, _____, have read the course syllabus for _____.

The instructor has provided an opportunity to ask questions. I understand the requirements, restrictions, course objectives, and am aware of all deadlines for assignments. I hereby do agree to abide by them.