

Syllabi @ Wright

Required components of a syllabus:

- Course Prefix and Catalog Number
- Course Title
- Semester Credit Hours
- Contact Hours
- Lecture Hours
- Lab Hours
- Course Catalog Description
- Prerequisites
- Course Objectives
- ICCB Approved Student Learning Outcomes
-

- Topical Outline
- Texts, Materials, and Resources
- Methods of Instruction
- Methods of Assessment and Evaluation
- Grading Scale
- Exit Assessment/Competencies (as applicable)
- Support Services Information
- Americans with Disabilities Act Disclaimer
- Definition/Statement of Active Pursuit of the Course

If a student is actively pursuing a course but is not achieving a passing grade, that is not grounds for an ADW.

How a Syllabus is Beneficial for...

Instructors:

- Provides a planning and communication tool with which to set realistic expectations for you and your students
- Organizes your thoughts and your approach to the subject
- Helps you and your students to stay focused on the course objectives and exit outcomes

Students:

- Provides students with a vision of the course and what is required of them to be successful
- Functions as a contract between the instructor & students about expected behaviors and performance and how each are assessed
- Includes a course schedule that provides details in a chronological format about dates, meetings, topics, readings, and assignments/activities

Department Chairs, Administration, & Staff:

- Assures standardization and continuity across instructors and within the program
- Demonstrates to approving bodies (*e.g. Illinois Community College Board [ICCB], Illinois Articulation Initiative [IAI]*) that the course fulfills curriculum standards
- Provides documentation of course coverage
- Ensures that the syllabus links back to the course descriptions as published in catalogs, brochures, and on the website
- Demonstrates assessment consistency from General Education SLOs to department and course level expectations

How and When to Distribute Your Course Syllabus*

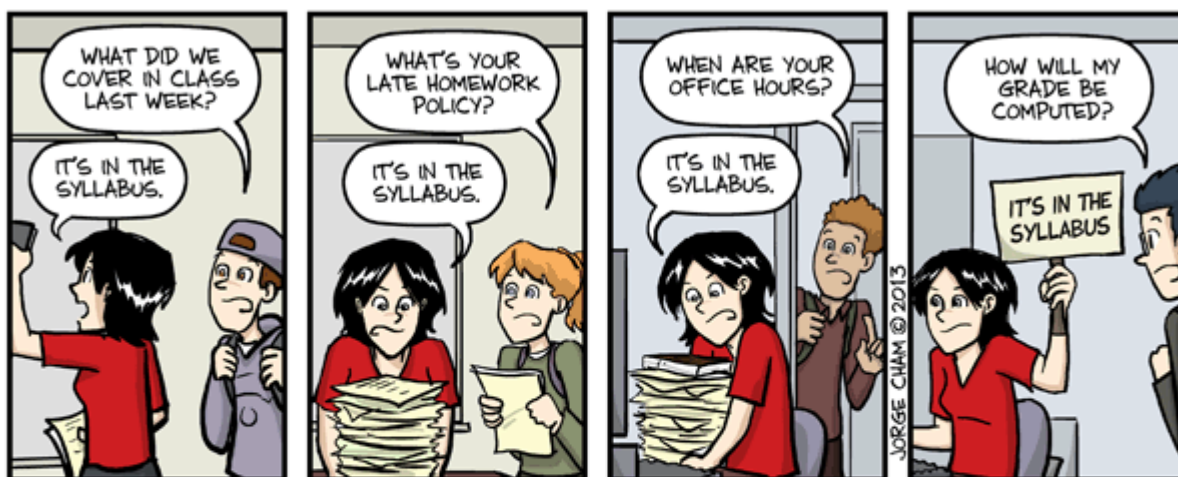
- Distribute the course syllabus to students as a printed document during the first class meeting
- Upload the course syllabus to your course Blackboard site during the 1st week of class (*for each class you teach*)
- Upload the course syllabus to the CCC Blackboard repository (*for each class you teach*)
- An electronic syllabus (Word/PDF) for each class you teach must be sent to the department's College Clerical Assistant

***Note: A separate customized syllabus is required for each section you teach – combined syllabi for multiple sections is not allowed**

Information adapted from Educational Outreach Instructional Resources: http://www.outreach.washington.edu/teaching/why_syllabus.asp



Syllabi @ Wright



IT'S IN THE SYLLABUS

Accurate and up-to-date syllabi help to facilitate an effective and efficient classroom environment by setting transparent expectations from day one.

In the course syllabus that is distributed to the students at the beginning of the semester, instructor-specific information, which summarizes an instructor's individual requirements, should be added to the information supplied in the course master syllabus. Course master syllabus information is required because it documents course information approved by external stakeholders, e.g., governmental agencies, accrediting bodies, and four-year institutions of higher education. Individual instructor requirements build upon the core master syllabus and may vary from one instructor to another.

Example components you may consider adding to your course syllabus:

Guidelines for Success

Additional SLOs

Student Technology Usage Policy

Additional Classroom Policies

Useful Web Resources

Note: If your syllabus is altered during the semester, you **must** follow the steps on page 1 regarding "How and when to distribute the syllabus". The College is required to have a record of these changes for governing/accrediting agencies and, when applicable, inquiries into the grade appeal process initiated by students.