**COURSE OUTLINES versus CLASS SYLLABI**

All **Course Outlines**

* are intended to provide information to faculty and administration.
* are the “contract” between the Division/Department and the instructor assigned to teach the course, which ensures that the course is taught uniformly and consistently irrespective of who teaches a given section.
* are prepared by an assigned individual who is familiar with the course.
* should be kept on file in the Division/Department and in the Academic Affairs Office.
* should follow the Gen Ed Course Outline Template or the non-Gen Ed Course Outline Template.
* should contain the following information:
	+ Course General Information (Course Number & Name; Credit Hours, Contact Hours, Lecture, Lab, Other; Prerequisites, Co-requisites, Concurrent Courses; Effective Date)
	+ Course Description (from the ECC Catalog or updated version)
	+ General Education Goals (if it is a Gen Ed course; otherwise, do not include the Gen Ed Goals section at all)
	+ Course Goals (“Upon successful completion of this course, students should be able to…")
	+ Measurable Course Performance Objectives (MPOs) (for each course goal; “Upon successful completion of this course, students should specifically be able to do the following:…”)
	+ Methods of Instruction (e.g., lectures, class discussions, individual study, etc.)
	+ Outcomes Assessment (what assessment instruments will be used to assess the achievement of the MPOs, Course Goals, and Gen Ed Goals if applicable?)
	+ Course Requirements (e.g., regular attendance, complete assignments, etc.)
	+ Methods of Evaluation (Grading Components & % of final course grade given as a range of %s)
	+ Academic Integrity (an excerpt taken from recent SAAC work which interprets Regulation 6-15 on Academic Integrity)
	+ Student Code of Conduct (general guidelines for student behavior)
	+ Course Content Outline (Textbook Information – name, edition, authors, publisher, publication place & date, ISBN # – and Distribution of Course Material by class session or by week with specific topics to be covered)
	+ Page #s & Name of Faculty Member Who Prepared the Outline & the Date (as a footer)
	+ Suggested Homework Problems or Assignments (OPTIONAL)

All **Class Syllabi**

* are intended to provide information students enrolled in a specific class.
* are the “contract” between the instructor and the students in the class.
* are prepared by each faculty member for each class he/she teaches.
* must be consistent with the Course Outline but provide information for the specific class as per the instructor’s preference.
* should be kept on file by the instructor and in the Division/Department.
* should be similar to the sample class syllabi (MTH 092 & MTH 121).
* should contain the following information:
	+ Class General Information (Course Number, Class Section Number & Course Name; Semester; Instructor; Instructor’s Information – Office, Office Phone, Office E-mail, Office Hours including Regular & By Appointment; Classroom & Class Meeting Times; Required Textbook & Other Suggested Supplies; Course Prerequisites, Course Co-requisites, Concurrent Courses)
	+ Course Description (from the ECC Catalog or updated version – same as Course Outline)
	+ General Education Goals (if it is a Gen Ed course – same as Course Outline; otherwise, do not include the Gen Ed Goals section at all)
	+ Course Goals (“Upon successful completion of this course, students should be able to…" – same as Course Outline)
	+ Measurable Course Performance Objectives (MPOs) (for each course goal; “Upon successful completion of this course, students should specifically be able to do the following:…” – same as Course Outline)
	+ Methods of Instruction (e.g., lectures, class discussions, individual study, etc. –should be consistent with the Course Outline but can vary based on instructor’s preference)
	+ Outcomes Assessment (what assessment instruments will be used to assess the achievement of the MPOs, Course Goals, and Gen Ed Goals if applicable? –should be consistent with the Course Outline but can vary based on instructor’s preference)
	+ Course Requirements (e.g., regular attendance, complete assignments, etc. –should be consistent with the Course Outline but can vary based on instructor’s preference)
	+ Grading (Grading Components & % of final course grade - should be consistent with the Course Outline but provides specific weighting %s for each Grading Component; additional information can be given in this section such as make-up test/assignment protocol, minimum scores needed to pass the class, etc.)
	+ Academic Integrity (an excerpt taken from recent SAAC work which interprets Regulation 6-15 on Academic Integrity – same as Course Outline)
	+ Student Code of Conduct (general guidelines for student behavior – same as Course Outline)
	+ Class Expectations (OPTIONAL; specifics on classroom behavior/expectations can be included such as cell phone policy, absence/tardiness penalties, etc.)
	+ Students with Special Needs (OPTIONAL; see sample MTH 092 or MTH 121 syllabi for specifics)
	+ Disclaimer (OPTIONAL; schedule may change)
	+ Class Content Schedule (Distribution of Course Material by class session or by week with specific topics to be covered – this should be consistent with the Course Outline but can vary based on instructor’s preference; class assignments & quiz/test/exam schedule can be included for the students’ convenience)
	+ Page #s & Name of Instructor & the Date (as a footer)