

College Operating Procedures (COP)



Procedure Title: Common Course Syllabus
Procedure Number: 03-0604
Originating Department: Provost/Vice President, Academic Affairs

Specific Authority:

Board Policy n/a
Florida Statute n/a
Florida Administrative Code n/a

Procedure Actions: Adopted: 06/01/10; 02/15/11

Purpose Statement: The Common Course Syllabus assures consistent delivery of information and format regarding professor contact information; course number, title, description, and credit hours; prerequisites and co-requisites; a topic outline; general as well as specific learning outcomes and assessments for the course; and the district policy for students with disabilities.

Guidelines:

Items I through V on the Common Course Syllabus are distinguished from the remainder of the syllabus in that these items provide an overview of the content of the course. Items VI through XIII, on the other hand, provide a detailed description of the particular section of the course that a student is enrolled in during a particular semester, and includes such information as schedule of class meetings and assignments, attendance policies, textbook requirements, and scheduled test date. Completion of items VI through XIII on the Common Course Syllabus is the responsibility of each professor. These items should be developed by the professor, approved by the academic administrator before the first class meeting each semester.

Procedures:

When a new course is developed, the appropriate faculty member, in consultation with the Department Chair or Program Coordinator, will create the proposed Common Course Syllabus (Items I through V). After approval by the appropriate Dean or Associate Dean, the syllabus will be submitted to the Student Assessment Committee's (SAC) Syllabus Review Sub-Committee for a thorough review of the syllabus, paying particular attention to the student learning outcomes and the proposed assessments. The syllabus must reflect the appropriate number of required general education competencies for its type: four out of five for the general education course and one or more for the non-general education course.

Once the syllabus is approved by the Student Assessment Committee, it must be approved by the Curriculum Committee and signed by the Vice President, Academic Affairs before being adopted. It is then loaded onto the Document Manager and becomes available for faculty use. Any substantive changes to the approved Common Course Syllabus over time must be taken to the Curriculum Committee for re-approval.