DIRECTIONS FOR COMPLETING THE NEW COURSE OUTLINE/SYLLABUS

The new course outline/syllabus template was created by the IEC and approved by the CAAC, the Faculty Senate, and the Vice Chancellor for Academic Affairs. This form reflects the campus's commitment to student learning outcomes and assessment. While there are sections of the form which can reflect your individual style, the CAAC requires that you keep the first page of the form consistent with the original.

When you open the Microsoft Word document CourseOutBlankREV.doc, you will find some of the text in red. The red text indicates that the text must either be typed over (as in the shaded course information area at the top of the first page) or deleted after the information is typed in that area (as in the Student Learning Outcomes section on the first page).

Type the appropriate information after you highlight each item: COURSE NUMBER, COURSE TITLE. Number of Credits, Day and Time, Semester/Year. The text will remain red; later, you can highlight the red text and change the font color to automatic in the Font heading.

Use the most current CATALOG DESCRIPTION. To access course descriptions in word document format, do the following: 1) Log on to WCC's website; 2) Click on Faculty and Staff; 3) Click on Syllabus; and 4) Click on A Sample Syllabus is available as a Word Document. At this point, you should be able to cut and paste the entire description. This description should include the prerequisites, co-requisites, articulation codes, and additional information.

Activities Required at Scheduled Times Other Than Class Times is to be completed when students are required to complete any activity outside of class. Identify activities that the student must complete, such as completion of library units, participation in field trips, conferences, or any activity required of the student. List the course’s STUDENT LEARNING OUTCOMEs as identified in the current catalog. If there are no student learning outcomes (SLOs) in the catalog or in the Master list of Course SLOs (MASTER08_06.doc) sent to you by the Vice Chancellor of Instruction, use your course’s goals until SLOs for the course are ready for publication. The COURSE CONTENT section may be moved to follow the LEARNING RESOURCES section or in an appendix.

COURSE TASKS are, for some faculty, synonymous to course objectives; that is, this section includes all activities that the student must complete. Tests, papers, projects, participation, and other forms of assessment can be included in this section. If you include the grading or criteria of success for these tasks, you may find the section ASSESSMENT TASKS AND GRADING superfluous. However, the grading system used in the class must be included either in COURSE TASKS or ASSESSMENT TASKS AND GRADING.

ASSESSMENT TASKS AND GRADING refers to how the student will be assessed and/or the grading criteria. This section is not necessary if you included all grading criteria in the previous section.

List all required or recommended text(s) or supplies for this course in the LEARNING RESOURCES section.

Additional Information includes any information, such as your course policies or expectations and other information, which will help the student succeed in your course.

Updated July 13, 2010
VCAA (for IEC)