

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 3-1-301.10

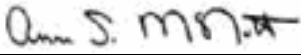
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PROCEDURE TITLE: COURSE SYLLABUS

BASED ON POLICY:

REVISION NUMBER: 6

**OFFICE OF
RESPONSIBILITY:** ACADEMIC AFFAIRS


PRESIDENT

June 26, 2003
DATE

PURPOSE

For the courses that they teach, instructors are responsible for the development of the syllabi. The syllabus is an outline of the course material, does not constitute a contract, and is subject to change with adequate notice. Each syllabus should contain the elements listed as an appendix in either the TCL Faculty Handbook or the TCL Adjunct Faculty Handbook.

PROCEDURE

Course syllabi will be developed according to the following procedure:

1. Six weeks prior to the beginning of each academic term full-time faculty will submit draft syllabi for all assigned courses to the Division Dean.
2. The Division Dean will review the syllabi to ensure compliance with established criteria. Syllabi not meeting the standards will be returned to the faculty member for revision.
3. Final copies of revised syllabi will be returned to the Division Dean for signature/approval before they are made available (paper or electronic) for student distribution.

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1. Copies of all syllabi will be kept in the division offices, as well as in the office of the Vice President for Academic Affairs and the Learning Resources Center.
2. The following elements must be included in each course syllabus:
 - A. STANDARD CONTENT: (Required)
 1. INTRODUCTION: Course Title and Number, Credit Hours, Catalog Description, Pre/Co-requisites and the following statements:
 - a. The syllabus is an outline of the course material, does not constitute a contract, and is subject to change with adequate notice.
 - b. For course sections offered in a Distance Learning format: This class is being taught in a distance learning format. Images and words of class participants may be transmitted live or on a delayed basis to other locations. Classes may be rebroadcast due to extenuating circumstances.
 - c. User Responsibility on Use and Duplication of Computer Software (TCL Procedure 7-1-702.5): Students are responsible for the legal use of computer software and applicable copyright laws and are prohibited from copying software on College computers and from installing personal software.
 - d. ADA Statement: The Technical College of the Lowcountry provides access, equal opportunity, and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.
 2. COURSE OBJECTIVES/LEARNING OUTCOMES
 3. COURSE TOPIC OUTLINE
 4. COURSE REQUIREMENTS, POLICIES, AND PROCEDURES
 - a. May include statements related to instructional methods, how class time may be utilized, types of assignments, etc.
 - b. Statement regarding cell phones, pagers, other electronic devices.
 - c. Statement regarding division/instructor policy on posting grades.

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- d. Approved Division Attendance policy with reference to location of signed copies of TCL's STATEMENT OF POLICY NUMBER 3-1-307 CLASS ATTENDANCE
 - e. Approved Division Statement of Academic Honesty.
5. COURSE STANDARDS, EVALUATION METHODS/CRITERIA, GRADING POLICY
- a. Components used to compute grade including weight for each component
 - b. Grading scale
- B. VARIABLE CONTENTS: (Annual Content Revisions)
1. CLASS INFORMATION (usually changes no more than annually)
 - a. Instructor name, office location, telephone number, e-mail, date of development for syllabus, revision date, course text (author, title, publisher, edition, ISBN), required and optional course materials
 - b. Expectations for students for fulfillment of course requirements: unique requirements for the course; *for example*, logging in once a week if the course is on-line, ability to use the internet or e-mail, necessity of keyboarding skills, etc.
 2. ATTACHMENTS (subject to change each semester)
 - a. Calendar of assignments/due dates
 - b. Other optional examples: Resources (electronic, print, video, and/or audio) available in the Tutoring Center(s) and/or LRC; Honor Pledge, Writer's Checklist, etc.
 3. FACULTY

Faculty will respond to student inquiries within 3 business days.