

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3060 SYLLABUS AND COMMON COURSE OUTLINE POLICY

The course syllabus is prepared to provide students with information on the course content, course requirements, and course expectations. Each course syllabus will be developed and/or revised by instructional faculty. The course syllabus is a document that contains elements of the corresponding common course outline,* standards for evaluation of student learning and additional information, which reflects the creative work of the faculty member. Each student enrolled in a course shall be provided a course syllabus within a maximum of one week from the first class meeting. When courses are offered in a condensed format, the time frame for distribution of the syllabus shall be adjusted accordingly.

The faculty member shall, upon request, provide a copy of the current course syllabus to the College administration, which will be maintained in a master file in a central location on each campus.

*Common Course Outline: The course outline is the document approved by the College's Academic Affairs and Standards Council and shall include the course title, course description, prerequisites, total credits, lecture/lab breakdown, and student learner outcomes.

Date of Implementation:

Date of Adoption: 6/2/04

Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06

12/16/08 – Reviewed

3/26/10 - Revised

Approved AASC 4/6/10 1st Read

Approved AASC 5/5/10 2nd Read

Cabinet Approval 5/24/10

3/1/11 - Reviewed