Purpose

To ensure instructional consistency by identifying the necessary components within the Official Course Description, Official Course Outline and Course Syllabus.

Procedure

A. Official Course Description

1. Each course in the curriculum shall have an approved course description kept on file in the Curriculum Services Offices.

B. Official Course Outline

1. Each course in the curriculum shall have an official topical course outline that is approved through the curriculum process and thereafter maintained in the Curriculum Services Office. Official course outlines shall be reviewed by a collegewide discipline committee on a minimum three-year cycle and shall be updated as necessary. The discipline committee shall consist of faculty members representing all campuses on which a course is taught. Full-time faculty may initiate a review and revision of the official course outline at any time. Revisions to official course outlines shall be approved through the curriculum action process. Exceptions to this review and revision cycle process may be made for courses whose content is defined by the Florida Department of Education, the Florida Legislature, or an accrediting agency and which can only be changed by those bodies.

2. The official course outline format:

    a. Course Prefix and Number
    b. Course Title
    c. Prerequisite(s)
    d. Corequisite(s)
    e. Credit Hours
    f. Contact Hours/Week
    g. Contact Hour Breakdown
        i. Lecture/Discussion:
        ii. Laboratory
        iii. Other _____
    h. Faculty Workload Units
    i. Standard Class Allocation
    j. Catalog Course Description - Official description in Curriculum Services Office
    k. Suggested Text(s) - To include one or more suggested textbooks used for the course, the publisher, and date of publication or edition
    l. Implementation Date - Beginning term of course

m. Review Date - To reference the date of most recent revision/update
n. Course Topics - To include approximate number of course contact hours recommended being devoted to each major topic
o. Recommended Instructional facility needs/supplemental equipment and/or material resources

3. Major mandatory topics to be treated in the course should be listed as specifically as possible and should parallel the Official Course Description. A suggested order for the topics should be indicated. At least two subtopics, where appropriate, shall be listed for each major topic.

4. Course content shall be taught in accordance with the course description and shall be consistent with the official course outline as approved through the Curriculum Action Process.

C. Course Syllabus

1. Each faculty member shall develop and maintain a syllabus for each course taught that reflects the official course description and content as approved by the Curriculum Committee as well as all College-required syllabus components. Every semester, faculty members shall submit a copy of the syllabus for each course taught to their supervising administrator for review no less than two weeks prior to the first class meeting, whenever practicable. The syllabus shall be developed and submitted in a digital format, displaying information in the specific sequence defined in C.4. below.

2. Faculty members shall develop and publish syllabi using one of **three options** available in the Online Syllabus application, which is located in the faculty area of the Artemis employee portal. Options include:

a. **Option 1**: Syllabi for courses NOT being delivered through the Center for E-Learning may be developed using the College's "Blue Wave" syllabus model and submitted electronically to the designated supervisor via the employee portal in Artemis.
b. **Option 2:** Any faculty member irrespective of delivery modality may complete/use the Center for E-Learning syllabus model.
   i. Syllabi for face-to-face and hybrid, i.e., courses NOT being delivered online via the Center for E-Learning should be submitted electronically to the designated supervisor via the employee portal in Artemis when using this option.
   ii. Syllabi for online courses delivered via the Center for E-Learning must be published and submitted within the course using Blackboard and must also be submitted electronically to the designated supervisor via the employee portal in Artemis.

c. **Option 3**: Syllabi may alternatively be electronically self-developed/designed and saved in doc., docx., pdf., or rtf. In doing so, a faculty member must include all required syllabus components referenced in this APM in each syllabus in the sequence order specified herein. Common "required" syllabus elements are available for download in the employee portal under the Online Syllabus application section. Syllabi completed using this option must be electronically submitted to the designated supervisor via the employee portal in Artemis.

3. Supervising administrators shall be responsible for reviewing course syllabi to ascertain consistency with the official course descriptions and the major topics contained in the official course outlines. They are also responsible for determining if all required syllabi components have been included in the prescribed sequence, and if expected high standards of quality are met.

   a. Supervising administrators shall notify a faculty member prior to the first class meeting, if practicable, but no later than the second week of an instructional term, if a syllabus as submitted does not meet requirements. Faculty members must satisfactorily correct all deficiencies, resubmit the syllabus to the supervisor and repost the corrected syllabus within seven (7) work days of notification of deficiencies.
   b. The faculty member is responsible regardless of delivery modality to make his/her syllabi available to students electronically no later than the end of the first week of the instructional session, and to advise all students that the syllabus is available in the student portal (Connections). Faculty must also alert students when updates and/or corrections to a syllabus are made.

4. Required Syllabus Components:

   a. Course Title
   b. Course Prefix and Number, Course Reference Number, Term/Session
   c. Instructor
   d. Contact Information for Instructor:
      i. Office Location
      ii. Office Hours
      iii. Phone number
      iv. Faculty member's College e-mail address *
   e. Description of Course *
      i. Course Prerequisites and/or Co-requisites for the course if applicable *
      ii. Instructional materials – texts, consumable materials, courseware and other resources

f. Student Technology Requirements (if applicable):
   i. Equipment
   ii. Software and/or courseware
   iii. Other resources
g. Statement Relative to Accommodations for Students with a Documented Disability *
h. Instructor Expectations - may include classroom management items:
   i. Policy on electronic devices *
   ii. Attendance Policy
   iii. Withdrawal date for the instructional session *
i. Competencies or Learning Outcomes:
   i. General education learning outcomes *
   ii. Course specific learning outcomes
   iii. Special Assignments if Applicable (Examples: field trips, attendance at or participation in community events, service learning)
j. Grading System and Assessment of Student Learning and Performance (Shall include all student responsibilities impacting grade):
   i. Grading Criteria
   ii. Make-Up Policy
   iii. Incomplete grade (I) policy ~~if used by instructor~~ *
   iv. Portfolios (Archived course records) if used by instructor
   v. Surveys if used by instructor
   vi. Exams (commercial or faculty generated) if used by instructor
   vii. Knowledge Probes ("pre" and "post" data on conceptual knowledge and skills) if used by instructor
   viii. Other relevant in-class or homework assignments and/or other qualitative and quantitative student assessment used by the instructor
   ix. FN Grade *
k. Academic dishonesty policy *
l. Topical Course Outline (based on Official Course Outline) to include tentative test dates and assignment due dates, subject to change by instructor

* Elements which will be automatically inserted by the College's digital syllabus resource.

REFERENCES: F.S. 1001.64, SBE Rule 6A-14.0261

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