COCC Syllabus Guidelines DRAFT

3/10/16

Approved Academic Affairs, [insert date]

At COCC, the course syllabus is an important instructional tool. It is a "contract between faculty members and their students, designed to answer questions about a course, as well as inform them about what will happened should they fail to meet course expectations"[1]. The syllabus is a roadmap that supports students to quickly understand the landscape of your course such as policies, expectations and course content.

The syllabus must be provided to each enrolled student. Instructors of all sections of credit courses must complete their syllabus and post it to the Blackboard course site before the first class meeting of the term. In addition, it is the instructor's responsibility to provide a copy of each syllabus to the department administrative assistant, who maintains a historical record. (I had a note that we may want to articulate how to handle changes to the course syllabus after the course has started.)

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[1] *Slattery, J.M.; Carlson, J.F. (2005). "Preparing an effective syllabus: current best practices.". College Teaching **54** (4): 159–164. doi:10.3200/CTCH.53.4.159-164*