

DIN: 3030-4-02
Name of Process: Course Outlines and Course Syllabi

Course Outlines

Definition

Course outlines are documents approved by the college committee to communicate basic information about college courses.

Purpose

Course outlines communicate information about college courses to both internal and external stakeholders and align the courses with applicable accreditation requirements.

Who creates course outlines? Administrators and faculty contribute procedurally and substantively to the development of course outlines, which are approved through the appropriate college process.

The content of a course outline includes: Subject, course number, course title, course description, credits (lab, lecture and on the job training hours), prerequisites, co-requisites, Minnesota Transfer Curriculum goal areas addressed by the course, and an outline of the learning outcomes. In addition, a revision history is provided.

What are course outlines used for? There are three broad uses for courses outlines.

- Advise students, determine course equivalencies for student transfers, for accreditation purposes, to communicate the essential elements of a course to faculty members teaching the course, to develop new curriculum or courses, for program and course reviews, for licensure applications and updates, and for grant applications
- Students may use for course selection, course transfer
- Faculty use to develop course syllabi, communicate the essential elements to other faculty, develop new curriculum or courses, and for program and course review

Who owns the course outline? Pursuant to Board Policy 3.26 Intellectual Property, course outlines are considered institutional works and owned by the colleges and universities.

How are course outlines disseminated? Each college shall post course outlines for all courses on its institutional website. Course outlines shall be the official System document used to determine course equivalencies for student transfers.

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Course Syllabi

Definition

The document that contains the elements of the corresponding course outline, standards for evaluation of student learning, and additional information which reflects the creative work of the faculty member.

Purpose

Course syllabi communicate the specific details of courses taught by individual instructors

Who creates course syllabi? Faculty members

The content of a course syllabus includes: Subject, course number, course title, course description, credits (lab, lecture and on the job training hours), prerequisites, co-requisites, Minnesota Transfer Curriculum goal areas addressed by the course, and an outline of the learning outcomes. It also includes pertinent information of the course as determined by each individual instructor. Typical details include:

- Meeting dates/times/locations
- Instructor contact information/office hours
- Required materials
- Course requirements
- Course goals and objectives and the plan for conducting the course
- Grading policies (on what items will grades be based)/assessment and evaluation standards
- Student responsibilities
- Pertinent policies: grading, accommodation, late work, cell phones,
- Number of hours the course will meet each week,
- Number of hours students are expected to work outside of class.

What are course syllabi used for?

- Students use to guide student learning and course expectations
- Faculty use to organize class information and communicate the instructor's plan for conducting the course and details associated with the course
- College can use for accreditation purposes, program review, curriculum development and review, licensure applications/updates, performance evaluations, student grade appeals
- Other uses if the owner of the intellectual property rights to the syllabus grants permission for that use

Who owns the course syllabus? Course syllabi are considered scholarly works and owned by the faculty members who create them, unless other circumstances apply.

How are course syllabi disseminated?

- The college shall establish institutional procedures which assure that each student enrolled in a course receives one within a maximum of 1 week after the first class meeting.
- The faculty member shall, upon request, provide a copy of the current course syllabus to the college or university administration according to institutional procedures.

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