

WESTERN NEBRASKA COMMUNITY COLLEGE

Institutional Guideline

DIVISION:	Educational Services
CATEGORY:	Curriculum and Instruction
TITLE:	Requirements for Course-Level Syllabi
NUMBER:	IG-601
REVIEW:	December 10, 2019
APPROVAL:	John Harms, Interim President

Purpose

To ensure that all course-level syllabi contain a minimum threshold of content to ensure consistency and transparency for students.

Scope

This guideline applies to all full-time and adjunct WNCC faculty.

Course-level syllabi provide essential information to students about their courses and the expectations of those courses. It is important that students be able to rely upon consistent information provided in the syllabi. While faculty are free to add whatever information they deem necessary to their course syllabi, it is imperative that certain information is included.

All information contained in the master syllabus must be included in the course-level syllabi verbatim except the following:

- method of presentation
- instructional materials
- method of evaluation

These three items need to be customized to fit the instructor and the course. Additionally, all course syllabi will include:

- the name of the instructor

- office location,
- phone number
- email of the instructor
- the semester in which the course is being taught
- meeting days and times
- meeting location, including room if available

Before the tenth (10th) day of each semester, all faculty will forward to their respective Division Chair, all course-level syllabi, schedules, and castle-tops/course calculator. The Chair will then forward these documents to the Associate Dean of Instruction for review for compliance with this guideline. Copies will be retained in the Educational Services Office.