

Updating Master Syllabi

By the end of fall semester 2006, all master syllabi need to be updated to reflect the new common calendar, the new general education goals, and the new academic dishonesty policy. The sections listed below will need to be revised. Revised syllabi should be submitted to the appropriate department head and then forwarded to Cheryl Leach via email (caleach@pstcc.edu) or on disk to GN 129. Please contact Cheryl Leach or your CDC representative if you have questions.

- I. Update the “Week/Unit/Topic Basis” section
 - A. The 16th week should be omitted.
 - B. The 15th week should be identified as the final exam period.
 - C. All instructional activities should be listed in weeks 1-14.

- II. Update the “Course Objectives” section
 - A. Career/Technical Courses: You do not have to update this section since you reference career/technical program goals (unless your goals have changed recently). Current program goals are available at:
http://www.pstcc.edu/departments/curriculum_and_instruction/currinfo/programgoals06.html
 - B. University Parallel Courses: Omit the Roman numeral references at the end of each objective. Match each course objective to the new general education goals using the appropriate Roman numeral and number. The new goals are available at:
http://www.pstcc.edu/departments/curriculum_and_instruction/currinfo/general-ed-outcomes.html

- III. Update the “Instructional Processes” section
 - A. Omit the outcome references at the end of each process (except for technological literacy outcomes, transitional strategies, and active learning strategies).
 - B. Update references using the new general education goals (Humanities/Fine Arts Outcome, Natural Sciences Outcome, Communication Outcome, etc.). More information about instructional process statements is available at:
http://www.pstcc.edu/departments/curriculum_and_instruction/currinfo/instructional_process.htm

- IV. Update “Policies” section
 - A. Omit Academic Dishonesty policy
 - B. Replace old policy with part or all of the new one to match the 2004-2006 catalog (pages 62-63).

- V. Other Changes

If you are updating other parts of the syllabus, you must identify those changes. With so many syllabi coming in, we will not have time to compare the new syllabus to the one posted on the web to discern changes.