

Revising Master Syllabi

- Go to the Curriculum website http://www.pstcc.edu/departments/curriculum_and_instruction/syllabi/
- Click on the most current year for Master Syllabi (the fourth item down in the white area).
- Click on the specific subject area you need (ex. Accounting).
- Click on the specific course you need (ex. ACC 2110).
- A yellow bar above the document may ask if you want to run Active X. Yes you do, so click in the bar.
- Once the syllabus is displayed, go to “File” and click on “Save As.”
- A window will appear asking you where you want to save the file. Choose the area of your computer where you want the file saved and click on “Save.” It is a good idea to save the document by rubric, course number, and date: BOT 1010 Master Syllabus May 2010.mht
- If you close out internet web page, the syllabus should appear on your desktop (or wherever you saved it).
- The document is in table format, so use your table keys to add rows or delete, etc.
- Make whatever changes are necessary. Be sure to change the “Date Revised” at the top of the syllabus to the current semester and year.
- When changes are complete, go to “File” and click on “Save.”
- The syllabus is now updated. Just send to me (Judy Gosch) via email or on a stick drive to review before posting.

Details to watch for when revising syllabi

1. Course description and title should match current catalog. The 2010-2012 catalog is online.
2. Prerequisites and Corequisites should match current catalog. DSP should match the transitional studies chart: http://www.pstcc.edu/departments/curriculum_and_instruction/advising/dsp/rd-advising.htm . If you feel there is an error on the chart, please contact Judy Gosch.
3. Entry-Level Standards: check the DSP chart to be sure you are accurate (see #2, above).
4. Only 15 weeks for activities, and the 15th week is to include final exam.
5. Instructional Processes section: check to make sure each process statement is referenced to the College’s general education **outcomes** which include Communication, Humanities and/or Fine Arts, Social/Behavioral Sciences, History, Natural Sciences, Mathematics, and Technological Literacy, *a school-to-career transitional strategy, or an active learning strategy*. Go to http://www.pstcc.edu/departments/curriculum_and_instruction/syllabi/instructional_process.htm for information.

We will double-check for the following

1. Remove “technical” from Pellissippi State Community College.
2. Correct references to “Academic and Student Affairs,” now “Learning.”
3. Consistent use of commas, semi-colons, etc.
4. Under policy, use of current statement for Accommodations for Disabilities:
 - a. Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 134 or 126 or by phone: 694-6751(Voice/TTY) or 539-7153. More information is available at www.pstcc.edu/departments/swd/.