

I. Master Syllabi

A master syllabus is a document that remains valid over time for use by all faculty who teach a credit course. Master syllabi are developed prior to the approval of each course offered by Pellissippi State and are reviewed periodically as determined by department head and at least every three years. As a minimum, the master syllabus will contain the following:

- A. Course prefix, number, and title
- B. Class hours, credit hours, and laboratory hours
- C. Date developed or revised
- D. Catalog course description
- E. Prerequisites and/or co-requisites
- F. Textbook(s) and other materials basic to the course
- G. Week/Unit/Topic Basis

A systematic and orderly list of activities and/or events that will comprise the total allotted time for the course. The activities, whether based on units or topics, should correspond to the number of weeks in the semester.

I. Course goals

The goals of a course should describe overall purposes of the course for students. Course goals should be broad in scope and should describe knowledge, skills, and attitudes or values to be developed by students as a result of educational experiences provided in the course. Statements of course goals should support, and be directly related to the General Education goals for university parallel courses or to the department's program goals for career courses. General Education or program goals should be referenced after course goals, as indicated by roman numerals representing the General Education or program goals for which course goals provide support.

J. Expected student learning outcomes

A detailed list of expectations which should include the specific measurable (1) skills, (2) tasks, (3) knowledge, and (4) attitudes (where applicable) that the student will attain or be able to perform upon completion of the course. Overall course goals should be achieved when student learning outcomes are achieved. Thus, there should be multiple expected learning outcomes to support each course goal. The relationship between expected student learning outcomes and course goals should be identified by referencing each statement of expected outcomes to the relevant course goal.

K. Evaluation

The specific evaluation process whereby achievement levels for objectives are determined. Use the following outline where it is applicable. Notation should be made indicating the percentage of the final grade each component will contribute.

1. Testing procedures
Number, type-discussion/objective, cumulative/noncumulative
2. Laboratory expectations
Experiments, reports, etc. Laboratory experiments should be directly related to specific academic activity to reflect theoretical concepts of the course.
3. Field work
Library papers, surveys, interviews, practicum, attendance at suggested/required events
4. Other evaluation methods
Off-campus evaluation processes, standardized testing, etc.

L. Policies

Three college-wide policies will be included on each Master Syllabus:

- the Attendance Policy from the current Catalog and Handbook,
- the policy on Academic Dishonesty,
- the policy on Accommodations for Students with Disabilities

II. Maintenance of Master Syllabi

Each department will be responsible for submitting a current master syllabus for each course offered to the Director of Curriculum and New Program Development. Faculty should review master syllabi annually, whenever changes occur in the course, and/or as determined by department dean; update as necessary, and include the dates of revision. Courses will be taught in accordance with the master syllabus. Any deviation from the master syllabus must be approved by the lead instructor, program coordinator, and department dean. The current master syllabus will be placed on the Curriculum Office web site. Any time a master syllabus is revised, the revision must be sent to the Director of Curriculum and New Program Development for updating on the website.

III. Class Syllabi

A class syllabus is based on the master syllabus and provides additional details regarding specific class activities and requirements of an individual instructor. Additional information provided in class syllabi includes:

- A. Specific class and instructor information
Days of the week and times the class and/or lab meets; instructor name, room and phone number(s), and office hours
- B. Prerequisites and/or co-requisites
Applicable developmental studies requirements may be included to insure proper student placement
- C. Textbook(s) and other materials basic to the course
Instructor additions may be included as needed, e.g., reference books available on reserve in the library, graphing paper, notebook for student journals

D. Week/Unit/Topic Basis

Master syllabus schedule may be replaced by a Weekly/Daily Schedule derived from the master syllabus outline.

E. Evaluation

Specific evaluation methods and course activities should be listed and described as needed. The total points allocated to, and/or the percentage of the final grade accounted for by each activity must be stated.

F. Policies

Three college-wide policies will be included on each syllabus:

- the Attendance Policy from the current Catalog and Handbook,
- the policy on Academic Dishonesty,
- the policy on Accommodations for Students with Disabilities.

Other policies, consistent with the policies of Mississippi State, may also be included as needed.

With one exception, all other information contained in the master syllabus must be provided to students in each class syllabus. Expected Student Learning Outcomes may be omitted from class syllabi.

IV. Distribution of Syllabi to Students

A class syllabus or a copy of the course's master syllabus and a supplement that includes the additional information required for class syllabi will be provided for each student either online or in hard copy.

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