

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 at least every three years. Departments will work with the Director of Curriculum to establish a calendar rotation of courses to be reviewed.

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, if any
- F. Either a listing of textbook(s) and other materials basic to the course or a statement that these are to be included on each individual instructor's course syllabus.
- G. Topical outline listing the major topics to be covered in the course based on weeks, units, or topic. The outline should provide a systematic list of course content and/or activities that will comprise the total allotted time for the course. The sequence of the content may be changed at the discretion of the individual instructor.
- H. Program Learning Outcomes (PLOs) outcomes or Tennessee Board of Regents General Education Outcomes associated with the course must be included as appropriate. Outcomes will be indicated by Roman numerals.
- I. Expected student learning outcomes: Student learning outcomes (SLOs) are 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. The relationship between SLOs and PLOs should be identified by referencing each statement of PLOs to the relevant SLO. Statements of SLOs should support, and be directly related to the TBR General Education Outcomes for university parallel courses or to the career programs' PLOs. Outcomes should be referenced after each SLO, as indicated by Roman numerals.
- J. Evaluation: The evaluation section describes the process whereby achievement levels for student learning outcomes will be determined. Notation should be made indicating the percentage or weight

of the final grade each component will contribute. The master syllabus should indicate a general breakdown, such as 60 to 70% of a student's grade will be determined by exams, but individual instructors' syllabi will provide a more specific breakdown of the weight of each component of the grade. The following are examples of types of graded components:

- Exams
- Writing Assignments
- Projects/Presentations
- Laboratory experiments and reports
- Other evaluation methods, for example, service-learning activities, quizzes, practicums, in-class group work, class participation, and other activities may figure into the student's overall grade.

K. Policies

Six college-wide policy statements will be included on each Master Syllabus:

1. Syllabus Revision

The course syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained in the syllabus is subject to change at any time. Students will be notified if any changes are made. Though changes are possible, it is expected that the course will be conducted as described in the syllabus.

2. Attendance

Students are expected to attend and participate in all scheduled class, laboratory, or clinical sessions. Absences result in missed learning opportunities, lower grades, and, in many cases, failure for the course. Prompt and regular attendance enhances the likelihood of student achievement while also instilling habits that will prepare graduates for success in the workplace.

Each course syllabus will specify attendance requirements and the specific academic consequences entailed by those requirements.

Financial Aid recipients are responsible for meeting attendance requirements for institutional, State and Federal Aid in order to maintain eligibility.

Please see Pellissippi State Policy 03:11:01, Academic Standards, for the complete policy.

3. Academic Dishonesty

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.

- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the web or distance learning environment.

Please see Pellissippi State Policy 04:02:00, Academic/Classroom Conduct and Disciplinary Sanctions, for the complete policy.

4. Accommodations for Students with Disabilities

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 Disability Services (DS) in order to receive accommodations in this course. Disability Services (<http://www.pstcc.edu/sswd/>) may be contacted via Disability Services email or by visiting Alexander 130.

Please see Pellissippi State Policy 04:07:00, Disability Services, for the complete policy.

5. Grade Appeal

A student may only appeal a final grade if one or more of the following conditions exist:

- Error in the calculation of the grade
- Substantial deviation from the syllabus
- Clear violation of Pellissippi State Community College and/or the Tennessee Board of Regents policies.

Students have a right to a clear explanation (from the instructor or dean, as appropriate) of actions taken by the instructor, such as how a grade was calculated. An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for an academic appeal.

The first step in any appeal is to discuss the situation with the instructor. If no resolution is reached, the student's next step is to consult the dean of the academic department, who may continue the informal process of discussion and/or may inform the student of the process for a formal appeal.

Please see Pellissippi State Policy 03:11:01, Academic Standards, for the complete policy.

6. Non-Discrimination Statement

Pellissippi State Community College is an Affirmative Action/Equal Employment Opportunity employer and does not discriminate on the basis of race, color, religion, creed ethnic or national origin, sex, sexual orientation, gender identity/ expression,

disability, age, status as a covered veteran, or genetic information in its programs and activities. See Pellissippi State Policy 00:03:00, Equal Opportunity & Non-Discrimination, and Policy 00:04:01, Accessible Informational Materials & Technologies. For questions or concerns, please contact Annazette Houston, Executive Director of Equity and Compliance, at ahouston1@pstcc.edu or 865-539-7401.

II. Maintenance of Master Syllabi

Each department will be responsible for submitting current master syllabus information for each course offered to the director of Curriculum. Faculty should review master syllabi at least every three years as scheduled with the director of Curriculum. In addition, syllabi should be updated whenever changes occur in the course, and/or as determined by department dean. 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, department chair or assistant dean, and department dean. The current master syllabus will be placed on the Master Syllabus website maintained by the Curriculum Office. Any time a master syllabus is revised, the revision must be sent to the director of Curriculum for CDC approval as necessary and/or 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.

Each class syllabus shall include the following additional information:

- A. Specific class and instructor information: Days of the week and times the class and/or lab meets; instructor name, office location, phone number(s), email, and office hours.
- B. Class hours, credit hours, and laboratory hours; prerequisites and/or co-requisites, if any
- C. Textbook(s) and other materials basic to the course. Supplemental materials such as books on reserve in the library, calculator, notebook for student journals, as appropriate.
- D. A calendar or schedule that outlines the topics and the sequence of coverage in the class.
- E. Evaluation details: Factors determinative of a student's grade and the relative weight of each shall be enumerated. This information must be consistent with that specified on the master syllabus.
- F. Policies: The college wide policy statements for Syllabus Revision, Attendance, Academic Dishonesty, Accommodations for Students with Disabilities, and Grade Appeals, as adapted to the specific course.
- G. Any other information regarding the course that the instructor deems relevant and desirable, including class specific policies consistent with the policies of Pellissippi State.

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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