



**Policy Series #: 3XXXP – Educational
Policy Manager: Mary Davenport
Course Syllabi and Master Course Outlines Procedure**

Purpose:

The Office of the Chief Academic Officer or designee is the official repository of College course outlines and houses a database of all course offerings. Copies of course outlines (electronic file or hard copy) are available to faculty and staff upon request and must be posted online for student review. A course outline contains includes the subject, course number, course title, course description, credits (lecture and lab hours) prerequisites, co-requisites, curriculum, Minnesota Transfer Curriculum goals, student learning outcomes, ADA statement, and revision histories. A course outline is College property, while a course syllabus is instructor property.

Instructors shall distribute to students a current course syllabus and course outline during the first class period or within the first week of the course. When courses are offered in a condensed format, the time frame for distribution of the syllabus shall be adjusted accordingly. It is important for instructors to discuss with students expectations regarding assignments, tests, and other pertinent course information.

The College course syllabi are developed by instructors and must include the following:

- Course title and number
- Course description
- Course prerequisites
- Total credits
- Lecture/lab breakdown
- Student Learning Outcomes
- MnTC Goal Area if applicable
- Standards for evaluation
- Course text and materials
- Course goals
- Student contributions
- Course evaluation
- Course schedule
- Course room number and meeting times
- ADA statement
- Office Hours
- In the case of possible College closure, please go the Riverland Community College website at www.riverland.edu for further information and/or instructions.

When developing a syllabus, faculty are to follow the standards established by the College Academic Affairs and Standards Council for credit ratios and course goals.

Credit Ratios

1 credit of lecture = 1 hour per week of in-class instruction and 2 hours of outside work

1 credit of lab = 2 hours per week of in-class instruction and 1 hour of outside work

1 credit of internship = 3 hours per week related to internship activities.

Instructors shall develop course outlines for all courses and submit to the Office of the Chief Academic Officer for posting on the College website. Instructors shall distribute a current/updated syllabus to all students. Changes to existing course outlines shall be made each academic term and submitted to the Office of Chief Academic Officer to ensure that the course outlines remain current.

Applicability:

Definitions *(if needed):*

Links to other policies/procedures/plans:

MnSCU 3.22: <http://www.mnscu.edu/board/policy/322.html>

Related Documents: 3XXX Course Syllabi and Outlines Policy

Date of Initial Review by President's Cabinet: 3/14/13

AASC Review (if applicable): 4/23/13

FSGC Review (if applicable):

Date of Final Approval / Policy Adoption: 6/13/13

Date & Subject of Revisions: