**NWIC Syllabus Guidelines**

**Approved October 26, 2017**

**Overview:** These guidelines are presented in order to ensure that NWIC syllabi contain vital and helpful information to students. The guidelines are also used for review by the Curriculum Committee, and to support new faculty in developing new syllabi. These guidelines provide a checklist of required and optional items to include in syllabi, description of each item, and a link to example syllabi.

**Syllabus Checklist**

Each syllabus requires the following items at a minimum. The order of these items is not prescribed but should make logical sense for students. Optional items to include on the syllabus follow in the second list.

**Required Items to Include on Syllabus**

* **Course Title**
* **Subject Code, Number, and Section**
* **Number of Credits**
* **Quarter Being Offered**
* **Class Meeting Location** (only for face-to-face classes)
* **Meeting Days and Times** (only for classes with meeting times)
* **Instructor’s Name**
* **Office Location** (or other appropriate information for where to locate instructor)
* **Office Hours** (if appropriate)
* **Telephone/Fax**
* **Email**
* **Course Description**
* **Course Prerequisites** (if any)
* **Text(s)/Reading(s)/Other Material(s)**
* **Course Outcomes with Associated Institutional Outcomes**
* **Program and Institutional Outcomes** (as appropriate)
* **Course Requirements**
* **Description of Assignments**
* **Grading Criteria**
* **Class Outline/Schedule of Topics**

**Optional Items to Include on Syllabus**

**Note that instructors may include these items in other documents distributed to students.**

* **Additional course description or introduction to the course**
* **Additional instructor contact information, if desired**
* **Relationship of the course to subsequent courses or course series (e.g., if the course is a prerequisite for subsequent courses)**
* **How to Obtain or Deliver Assignments**
* **Information Related to the Use of Online Courseware**
* **Video Conferencing or ITV Details**
* **Statement regarding when and how syllabus details may be modified after implementation based on instructor discretion.**
* **Course Policies** (examples: make-up exams, extra credit, late work, special assignments, class attendance, classroom behavior, cell phone and laptop use, etc.)
* **Rubrics used to evaluate student performance on graded assignments**
* **Information related to assessment of student learning outcomes**
* **NWIC and/or departmental logo**

**Descriptions of the Required Items:**

* **Course Title:** List the full title from the most recent catalog posted online.
* **Subject Code, Number, and Section:** List this information from the class schedule posted online.
* **Number of Credits:** As listed in the most recent catalog posted online. Describe credits allocation if offered in modules or if variable credit.
* **Quarter Being Offered:** Summer, Fall, Winter, or Spring and calendar year.
* **Class Meeting Location:** Building and room if face-to-face – describe any variances from the meeting location published in the class schedule online.
* **Meeting Days and Times:** Only include if the class has scheduled meeting times – describe any variances from the meeting times published in the class schedule online.
* **Instructor Name:** Identify the faculty of record for the class. You may also identify any other supporting faculty or guest presenters.
* **Office Location:** Indicate if there is a meeting location for office hours other than an office.
* **Office Hours:** Include if appropriate for face-to-face or videoconferencing office hours. The intent is to aid students in knowing how and when to locate the instructor outside of class times.
* **Telephone/Fax:** Note that NWIC office phones can be used to receive faxes.
* **Email:** Use instructor’s nwic.edu email address.
* **Course Description:** Copy course catalog description exactly as it appears in the most recent NWIC catalog posted online. Include the general education codes for courses numbered 100-299. You may add additional text following this description, as appropriate.
* **Course Prerequisites** (if any)**:** Copy this information from the most recent NWIC catalog posted online.
* **Text(s)/Reading(s)/Other Material(s):** List all required and optional materials for the course. You may include ISBN-10 number for published texts. State if there are no texts or where to find online texts, if appropriate.
* **Course Outcomes with Appropriate Institutional Outcomes:** List approved course outcomes exactly as listed in the course outcomes form posted on the approved course outcomes webpage. This listing includes both the NWIC institutional outcomes and the course-specific outcomes. Note that the course outcomes form also includes NWIC institutional outcomes associated with the course, which must also be listed. If the course is an x88, x89, or x97, see the approved course outcomes webpage for more details.
* **Program and Institutional Outcomes:** List program and associated institutional outcomes only if the course is a program requirement. See the curriculum map for the appropriate program of study posted on the program outcomes webpage to see which program outcomes are associated with the course.
* **Course Requirements and Assignments:** Describe types of assignments or activities used in the course, such as exams, portfolio, laboratory activities and reports, etc. It may be helpful to include information regarding when and how to submit assignments to instructors.
* **Grading Criteria:** Describe the specific grading scheme with enough specificity and thoroughness that students can determine their own grades. Note: this is not the same as assessment of student learning outcomes.
* **Class Outline/Schedule of Topics:** Weekly or daily list and description of topics covered. Tie to readings schedule or other appropriate activities and assessment.

**Example Syllabus and Resources – See Curriculum Committee website (http://blogs.nwic.edu/curcom) and choose “Syllabus Examples.”**

Additional information on writing syllabi is available on the NWIC website (URL to be determined)