

Master Syllabus Instructions

Use these instructions and the fillable form to develop and update master syllabi. Some parts are standard and cannot be changed. Examples and recommendations are provided for certain sections. These are indicated in italics. Feel free to copy and paste and adapt these examples.

CENTRAL TEXAS COLLEGE

Course prefix/number

Course Title

Your Name

Contact Information and Office Hours

Course Description

Description must adhere to the Lower Division Academic Course Guide Manual (LDACGM) at <http://www.theccb.state.tx.us/apps/workforceed/acqm/acqm.htm> for transferable courses or the Workforce Education Course Manual (WECM) at <http://www.theccb.state.tx.us/apps/WorkforceEd/wecm/> for vocational courses.

Address the Core Objectives.

Specific core objectives are required for each Foundational Component Areas (FCA) and the Component Area Option (CAO). Each core curriculum course must include three or four, out of the six, core objectives. Definitions for the six core objectives for the Texas Core Curriculum or TCC are as follows:

- **Critical Thinking Skills (CT)** - *creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information*
- **Communication Skills (COM)** - *effective development, interpretation and expression of ideas through written, oral and visual communication*
- **Empirical and Quantitative Skills (EQS)** - *manipulation and analysis of numerical data or observable facts resulting in informed conclusions*
- **Teamwork (TW)** - *ability to consider different points of view and to work effectively with others to support a shared purpose or goal*
- **Social Responsibility (SR)** - *intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities*
- **Personal Responsibility (PR)** - *ability to connect choices, actions and consequences to ethical decision-making*

Add whether the course is required, recommended, or may be used as an elective.

Example: This course satisfies the English requirement in most curricula. Please check your degree plan to determine the status of this course in your program of study.

If a course is occupationally related, include this statement: **This course is occupationally related and serves as preparation for careers in (list).**

List any prerequisites or state “none.”

Learning Outcomes

Use the outcomes from the LDACGM or WECM as appropriate. You may add objectives, but do not delete objectives.

Include appropriate Secretaries Commission on Achieving Necessary Skills (SCANS) occupational competencies for learning outcomes. Include a brief description, not just the code. Do not include a SCANS competency unless there is a significant portion of the course devoted to its achievement and some sort of assessment is used. View at http://content.ctcd.edu/downloads/docs/scans/scans_occ_comp.pdf.

Instructional Materials

Standard statement: Check for required, recommended, and optional materials at <http://www.ctcd.edu/books>. Note that some courses do not require the purchase of a book although a print option may be available for purchase. Don't forget to check technical requirements.

Course Requirements

These categories are required by House Bill 2504

- A. *Required or recommended readings*
- B. *Major assignments*
- C. *Examinations*
- D. *Grade computation*
- E. *Other*

Include grading, attendance, and make-up policy.

Example: All assignments are due on time. Late work will not be accepted. Make-up will only be given in case of emergency and only if the student notifies me BEFORE the assignment is due and provides appropriate supporting documentation for the absence. Otherwise, the student will receive a zero for the missed assignments.

In-class group activities cannot be made up.

Regular and punctual attendance is required. Students are responsible for all material covered during an absence.

Central Texas Colleges Policies, Procedures, and Student Services

This section highlights important CTC policies and reminds students about EagleMail. The instructor may provide additional requirements.

Your instructor may have additional requirements or restrictions as presented below.

Example: Classroom Etiquette

CTC is enriched by the varied backgrounds of our students which enhances respect for the learning process despite divergent points of view. Students are expected to display appropriate classroom decorum at all times. Any behavior which distracts from the learning situation is inappropriate.

- *Language, comments, and discussion will be in good taste, scholarly, and appropriate to the subject at hand.*
- *Sleeping in class and private conversations are a distraction to others and will result in an administrative drop from the class.*
- *Attire appropriate to the academic environment is also expected. Clothing that may be offensive to others distracts from learning should not be worn to class.*

You are expected to arrive before class begins. Should you need to enter the classroom after class has started or leave while class is in session, please do so quietly. Please silence all electronic devices and do not wear headphones/ear plugs during class.

You may be asked to leave the class if proper etiquette is not followed.

General Description of the Subject Matter of each Lecture or Discussion

House Bill 2504 requires “a general description of the subject matter of each lecture or discussion.” This can be a course schedule. If the course is based on a specific number of weeks, you might provide a table with these headings: Week, Subject, Requirements (activities and assignments).

Please note: This syllabus is subject to approved departmental changes at the discretion of the instructor.