

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

Instructor(s)

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.

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

Upon successful completion of this course, you will be able to

Click here to enter text. Use the outcomes from the LDACGM or WECM as appropriate. You may add objectives, but do not delete objectives.

Objectives must be measurable, and assessments must relate back to the objectives. Read a summary of Bloom's Taxonomy at <https://cft.vanderbilt.edu/guides-sub-pages/blooms-taxonomy/>.

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 .

Instructional Materials

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

Click here to enter text. *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 College's Policies, Procedures, and Student Services

As a CTC student, you should become familiar with the multitude of services that are available to you. These include academic advising and support as described at the CTC website at <http://www.ctcd.edu/students/current-ctc-students/academic-advising/>. Recognizing that CTC serves students around the world, CTC ensures that these services apply to all CTC students regardless of location. Refer to the catalog and handbook for your location for additional information. Check with your local CTC office if you have questions.

Americans with Disabilities Act (ADA): Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the

central campus. This service is available to all students, regardless of location. Explore the website at <http://www.ctcd.edu/disability-support> for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

You are responsible for upholding the Academic Policies and Guidelines presented in the CTC catalog, Student Handbook, and at the CTC website at <http://www.ctcd.edu/academics/catalog/catalog-texas/academic-policies/>. Note these important policies:

Absence/Participation Policy: The census date is the day that CTC legally certifies with the State of Texas the number of enrollments in each course. This chart depicts the census date based on course length:

Length of Class in Weeks	Census Date	Last date to Withdraw From a Class
3	2nd Class Day	2nd Week
5	4th Class Day	3 1/2 Week
8	6th Class Day	6th Week
10	7th Class Day	7th Week
12	9th Class Day	9th Week
16	12th Class Day	12th Week

Instructors are required to document attendance through the census date by requiring students to complete an academically related activity or to communicate extenuating circumstances to the instructor PRIOR to census. For all courses, including self-paced, lack of evidence of active student participation before census may result in the student being dropped from the course and having to pay tuition and fees. For blended or hybrid classes where the first class meeting is after census, completion of a graded activity is still required.

Faculty are prohibited from withdrawing students from a course after census. **After the census date, students wishing to withdraw must withdraw themselves through the CTC business office, Eagles on Call, Etrieve (online), or the GoArmyEd portal (if Army).** Contact your local site representatives or Eagles on Call if you have questions.

NOTE: For co-requisite classes a withdrawal/drop from one class will result in an automatic withdrawal/drop from the other co-requisite class.

Scholastic Honesty and Academic Misconduct : All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all coursework and during examinations. The following are considered examples of scholastic dishonesty and are addressed in the CTC Catalog and the Student Handbook:

- **Plagiarism** - The taking of passages from the writing of others without giving proper credit to the sources.

- **Collusion** - Using another's work as one's own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
- **Cheating** - Giving or receiving information on examinations.

Academic Misconduct includes

- sharing passwords and other log-in information to Blackboard or BioSig-ID.
- masking IPs, using Virtual Private Networks (VPNs), or otherwise disguising location.

Students guilty of scholastic dishonesty may be administratively dropped from the course with a grade of "F" and subject to disciplinary action, which may include suspension and expulsion.

EagleMail: All official electronic communication from CTC and from your instructors will be sent to your student email account. It is essential that you set up your account and check it at least three times a week. For instructions on using this account, go to <https://www.ctcd.edu/students/current-ctc-students/student-email/>.

Tutors: Tutoring services are available through the Academic Studio and other resources.

- **Academic Studio** at <https://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/academic-studio-student-success-center/>.
- **Advanced Math Lab** at <https://www.ctcd.edu/academics/instructional-departments/mathematics/advanced-math-lab/>
- **Online Writing Lab and Math Tutors** in Blackboard.
- **Eligible service members and dependents** at <https://military.tutor.com/home>
- **CTC Library Services for Students** at <http://www.ctcd.edu/academics/library/>.

Contact the **CTC IT Department** for help with WebAdvisor, Etrieve, and EagleMail. See this URL for Points of Contact: <http://www.ctcd.edu/students/student-it-services/>.

Contact **DEET technical support** as described at http://online.ctcd.edu/on_demand_blackboard.cfm for help with Blackboard and BioSig-ID.

Please direct questions to your local site representative or student advisors at **Eagles on Call** if you are not at a CTC location. Go to this webpage for contact information: <http://www.ctcd.edu/students/current-ctc-students/academic-advising/distance-education-students/>.

Refer to the CTC website at <https://www.ctcd.edu/> and the Distance Education and Educational Technology (DEET) website at <https://online.ctcd.edu> for further updated information. Check the Quick Links at the DEET website for Blackboard Help and Student Resources.

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

Click here to enter text. *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

Click here to enter text. *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 change at the discretion of the instructor.