



POLICY MANUAL

POLICY: 3.1.3 - Syllabus

EFFECTIVE: 12/1/12

REVISED: 1/13

A. BACKGROUND:

The College recognizes its "responsibility for the design, content, and delivery of courses for which academic credit are awarded (NEASC 4.33) and our responsibility for the "evaluation of student learning or achievement and award of credit based upon clearly stated criteria that reflect learning objectives and are consistently and effectively applied (NEASC 4.33). In keeping with the goals set forth in NEASC Standard Four, The Academic Program, the Academic Advisory Council, at its meeting held on April 18, 2012, formed a subcommittee to study and draft a set of minimum elements to be included in each CCRI faculty member's course syllabus. On April 18, 2012 the Academic Advisory Council approved the Recommended Syllabus Components established by its subcommittee. The Recommended Syllabus Components was then submitted and subsequently approved by the Academic Affairs Governance Committee, the College Coordinating Council, the President's Council and President Di Pasquale on 2/28/2012. While the Recommended Syllabus Components was developed to suggest minimum elements, all faculty are encouraged to view the listed components as essential to good communication with students.

B. POLICY STATEMENT:

1. All faculty members –full-time and adjunct – are required to provide a copy of their syllabus (either electronically or in paper form) for each course they are assigned to teach to their department chair before the first day of class. All departmental syllabi must be kept available for inspection by the appropriate academic dean and Vice President for Academic Affairs. Syllabi for each course must be retained by the department chair for 7 (seven) years.
2. The college requires that a course syllabus be distributed to students on or before the end of the first day of class. The College strongly encourages all faculty members to include at a minimum, all elements described in the Recommended Syllabus Components (ATTACHMENT A). The syllabus must include a listing of all course learning outcomes and homework expectations assignments and how the assignments will be evaluated.
3. Department Chairs are required to ensure that common learning outcomes appear on syllabi for any course offered with multiple sections/instructors.

C. DEFINITIONS:

Multiple Section Courses: Courses with more than one section of the same course.

D. POLICY APPLIES TO:

This policy is applicable to all CCRI faculty members.

E. EXCEPTIONS:

/ Any exceptions to this policy must be approved in advance by the Vice President of Academic Affairs.

F. RESPONSIBLE DEPARTMENT:

The Office of the Vice President for Academic Affairs in consultation with the appropriate Academic Dean and Department Chair are responsible for oversight of exceptions to this policy.

G. APPROVED:



Ray M. Di Pasquale, President

2-18-13
Date



Recommended Syllabus Components

Course Title, number, section #, credit hours (lecture, lab)

Semester and Year

Instructor Name

Instructor Contact Information:

Class location information (Room #, meeting time, etc.)

Email: (CCRI email)

Office: (Campus location, room number)

Office Phone: (other phone numbers)

Office Hours:

Departmental Secretary: (Name, Phone number and Email)

Course Description (Course prerequisites if any)

Course delivery mode (hybrid, online, or Bb enhanced)

Course expectations –

In addition to any specific expectations you wish to highlight, state that students are responsible for following the policies set forth in the Student Handbook

(http://www.ccri.edu/advising/student_services/handbook.html) and College Catalog

(<http://www.ccri.edu/catalog/>)

Student Learning Outcomes (as approved by the department and/or Curriculum Committee)

Required textbooks and materials (include ISBN when available)

Recommended student materials

Textbook materials on Library reserve and/or electronic resources

Statement about requirements for accessing computer, Internet, and specific hardware or software requirements if applicable

Grading Scale and policies (college policy)

Assessment Criteria (For example, written and oral reports, tests, homework, lab reports, projects, etc.)

Policies on late or make-up work

Academic integrity statement (plagiarism, use of cell phones/electronic devices)



Recommended Syllabus Components – Policy 3.1.3 Attachment A

Course Title, number, section #, credit hours (lecture, lab)

Semester and Year

Instructor Name

Instructor Contact Information:

Class location information (Room #, meeting time, etc.)

Email: (CCRI email)

Office: (Campus location, room number)

Office Phone: (other phone numbers)

Office Hours:

Departmental Secretary: (Name, Phone number and Email)

Course Description (Course prerequisites if any)

Course delivery mode (hybrid, online, or Bb enhanced)

Course expectations –

In addition to any specific expectations you wish to highlight, state that students are responsible for following the policies set forth in the Student Handbook

(http://www.ccri.edu/advising/student_services/handbook.html) and College Catalog

(<http://www.ccri.edu/catalog/>)

Student Learning Outcomes (as approved by the department and/or Curriculum Committee)

Required textbooks and materials (include ISBN when available)

Recommended student materials

Textbook materials on Library reserve and/or electronic resources

Statement about requirements for accessing computer, Internet, and specific hardware or software requirements if applicable

Grading Scale and policies (college policy)

Assessment Criteria (For example, written and oral reports, tests, homework, lab reports, projects, etc.)

Policies on late or make-up work

Academic integrity statement (plagiarism, use of cell phones/electronic devices)