

Policy Title: **COURSE SYLLABUS REQUIREMENTS**

A syllabus is a written contract between instructors and learners that establishes competencies, class expectations, evaluation/assessment components, the grading policy, required textbooks/resources, and documents other class information. A course syllabus is required for all associate degree and technical diploma level courses, and is highly recommended for all courses at Fox Valley Technical College.

The following curriculum elements are required in each course syllabus:

- Course information (course title, state course number, section number, credits, number of weeks/sessions, beginning and ending dates, day/time, and location)
- Course description (college catalog description)
- Prerequisites
- Textbook/resource requirements
- Competencies
- Grading policy
- Instructor information (i.e., instructor's name, e-mail address, phone, office location, and office hours)
- Expectations/attendance policy (if instructor has any specific requirements)

Optional components to be included at the instructor's discretion:

- Content outline
- Performance standards
- Performance assessment tasks
- Employability Essentials/program outcomes checklist

A current syllabus should be available for students at the start of the course. Any changes to the syllabus, grading criteria, or course policies should be appropriately communicated to students.

Adopted: 11/01/97

Reviewed: 05/20/15

Revised: 05/08/06