

ADMINISTRATIVE POLICY
COURSE SYLLABUS REQUIREMENTS

This policy pertains to employees and students.

A syllabus is a written agreement 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 following the FVTC Syllabus Standard Template is required for all associate degree and technical diploma level courses and is highly recommended for all courses at Fox Valley Technical College. The template is updated each year in June so syllabi should be updated to follow the most current version beginning with the fall semester of each academic year.

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)
- Instructor information (i.e., instructor's name, email address, phone, office location, and office hours)
- Textbook/supplies needed
- Technical skills/equipment needed
- Communication policy
- Grading policy
- Student effort
- Content outline with due dates
- Links to College-level information as included on the FVTC Standard Syllabus Template (Student resources/support, student conduct)
- Student expectations (if instructor has any specific requirements)
- Course description (College catalog description)
- Prerequisites
- Course competencies
- FVTC mission
- FVTC vision
- Employability essentials

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

- Department/program expectations
- Performance standards
- Performance assessment tasks

A current syllabus will 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: 07/09/19, 04/17/23

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