

**OFFICIAL SYLLABUS FORMAT
FY 2015-2016**

Official Syllabus Format approved by Curriculum Committee on August 16, 2001.

**SEE DEFINITION OF TERMS AND HINTS TO SUCCESSFUL SYLLABUS DEVELOPMENT
BELOW EACH SECTION.....**

EFFECTIVE DATE: ___ / ___ / ___



EFFECTIVE DATE: The actual first day this course will be offered, usually the first day of the semester in which the course makes its debut. For example: 1/14/2008 or 5/19/2008 or 8/25/2008.

REVISION DATE: ___ / ___ / ___



REVISION DATE: The last date you worked on the document. This separates the many versions that get distributed for the Academic Affairs Committee, the Curriculum Committee, the Master File copy, etc.

**LEWIS & CLARK COMMUNITY COLLEGE
GODFREY, ILLINOIS**

(C O U R S E PREFIX, NUMBER & T I T L E)
COURSE SYLLABUS

A. COURSE DESCRIPTION

COURSE PREFIX & NUMBER - COURSE TITLE



CATALOG DESCRIPTION: The L&C format usually begins with an action word and is not a complete sentence. The following sentences tend to follow the same format but it is not required. The course prerequisite (when applicable), PCS code, credit hours, lecture hours and lab hours should be listed in paragraph format after the catalog description.

Catalog Description, Prerequisite, PCS code, credit hours, lecture hours and lab hours listed in paragraph format.

B. LEARNING OBJECTIVES



LEARNING OBJECTIVES: Must be stated in measurable terms. Since instructors are concerned with assisting students to gain the knowledge, skills, and abilities that are taught their classes, students must know the measurable learning outcomes (or objectives) for courses. Measurable learning outcomes are the "goals" which are to be achieved by the learner during the course of instruction. These outcome statements inform students what the instructor expects them to learn as a result of completing the course. Without measurable learning outcomes, learning cannot be successfully planned or evaluated. Please refer to the accompanying document, **Developing Measurable Learning Outcomes**.

Upon successful completion of the course, a student should be able to:

- 1.
- 2.

C. MATERIALS OF INSTRUCTION



As textbooks, optional and miscellaneous materials change, please send updates to Teri Kanallakan.

Required and optional student instructional materials must be approved by the department and/or associate dean.

1. Required student materials:
 - a.
 - b.
2. Optional student materials:
 - a.
 - b.
3. Miscellaneous instructor and/or student material (videos, software, workbooks, etc.):
 - a.
 - b.

D. LEARNING RESOURCE CENTER SUPPORT MATERIALS



STANDARD STATEMENT. No additional information should be added to this section

The Learning Resource Center may have supplemental materials that students can use to access additional information.

E. METHODS OF INSTRUCTION



Include methods used such as lecture, discussion, demonstration, etc.

Instructional methods used in this course may include, among others, the following:

- 1.
- 2.

G. EVALUATION OF STUDENT ACHIEVEMENT



Include quantity, evaluation method, and percentage. For example - Four exams 25%, eight workbook assignments 15%, three essays 3-5 pages in length 20%.

The instructor's policies on evaluation will be distributed to students and the division office at the outset of the course.

The methods of evaluating student achievement will include, at minimum, the following:

- 1.
- 2.

The following standard grading scale will be included. If the course uses a different grading scale, please update as appropriate.

Grading Scale

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Additional methods of evaluation may be used and described in the course outline.

One or more of the six general education assessments may be included in this course: written communication, oral communication, critical thinking, teamwork skills, global awareness, and/or math reasoning.

H. **ATTENDANCE POLICY**



STANDARD STATEMENT. No additional information should be added to this section.

Regular attendance is expected. The instructor's policies on attendance will be distributed to students and the division office at the outset of the course:

I. **COURSE CONTENT**



Include a weekly topical outline of topics covered.

The following topics are to be covered during the instructional process:

Week	Course Topics Covered
1	
2	