



3.22.0.1 Course Syllabi

I. Purpose:

MnSCU policy 3.22 includes the following statement: “The course syllabus is prepared to provide students with information on the course content, course requirements, and course expectations.” Century College requires that a course syllabus be provided to each student at the first meeting of the class. One copy of the syllabus must be submitted to the office of the appropriate academic dean within the first week of the term.

The MSCF Employment Contract Between State of Minnesota MnSCU Board of Trustees and the Minnesota State College Faculty states in Article 23, Section 4, Subd. 4 “Common course outlines that are departmentally developed and approved by the Academic Affairs and Standards Council shall belong to the college. A course syllabus is a scholarly work and as such is the sole property of the faculty member. Upon request, the faculty member shall provide a copy of the syllabus to the administration.”

II. Content of Syllabus:

An example of a syllabus is included within the Faculty Handbook which is made available to every faculty member. The model syllabus is available in online digital format to all faculty members (see the Common Drive/J Drive for an electronic copy).

It is strongly suggested that a statement of student classroom behavior be included in the syllabus. This would define the faculty member’s policy on talking during class, other rude behavior in the classroom, leaving the classroom during class, use of electronic equipment (e.g. laptop computers, cell telephones, text-messaging devices) during class, etc. The ramifications of violating this policy should be clearly stated.

At a minimum, the syllabus should clearly state:

- a. Course Title
 - b. Course number
 - c. Number of credits
 - d. Instructor Name
 - e. Office Number
 - f. Office Telephone Number and Email
 - g. Office Hours (if they are required by contract)
 - h. Required Texts and Supplies/Materials/Equipment/Tools
 - i. Supplemental Texts
 - j. Course Objectives
 - k. Schedule – tasks by week and include the date of the final exam
 - l. Attendance Policy
 - m. Academic Honesty Policy
 - n. Course Procedures (percentage of time devoted to lecture, lab, discussion, etc.)
-

- o. Grading Procedures (including weighting of scores, etc.)
- p. Students Right to Know
- q. A statement about available Access/Accommodations at the college

The consequences of not adhering to the syllabus directives should be clearly stated.

Course syllabi will be sent to a receiving transfer institution when requested by a Century student.

Date Proposed: 10/4/07
Date Approved: 2/7/08
Date Implemented: 2/7/08
Date Revised: 5/18/10