

Trinity Valley Community College

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Trinity Valley Community College
107501

CURRICULUM DESIGN

EF
(REGULATION)

COURSE SYLLABI

Every District course shall be taught from an up-to-date syllabus or course outline. Some syllabi are prepared by individuals and some as a joint project of several instructors. The major responsibility for the preparation of course syllabi shall remain that of the instructors. The syllabi for courses in which multiple sections are taught shall be the responsibility of the division chairpersons.

Syllabi shall be required because their construction is excellent preparation for teaching, they make possible coordination in courses taught in multiple sections, they facilitate the evaluation of District courses, and they preserve continuity in case of a change of instructors. Course syllabi for all courses shall be required by the Southern Association of Colleges and Schools of which the District is a member.

Each syllabus shall be typed in duplicate, one copy for the instructor and one for the vice-president for instruction. College staff shall be responsible for the typing of course syllabus.

The form and style for the syllabi shall not be rigidly prescribed and shall vary from course to course, but a good syllabi shall contain most of the following:

1. Title of the course.
2. Textbook.
3. General behavioral objectives of the course.
4. An overall outline of the course.
5. The instructional units:
 - a. Unit behavioral objectives specifically stated.
 - b. Instructional methods.
 - c. Instructional materials and equipment.

- d. Unit evaluation.
- e. Unit bibliography.
- 6. Course evaluation.
- 7. Course bibliography; the bibliography shall be a listing of those things that are to be used and are in the college library.

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LOC

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