

Turtle Mountain Community College
Syllabi Instructions

Format

1. Microsoft word document
2. 1" Margins
3. 12 Point Font
4. Times New Roman Font

Computer File Name:

1. Course Number
 - a. Example: ENGL110
2. Instructor Name-Lastfirst
 - a. Example: Johnsonandy
3. Term
 - a. Example:FALL2012
4. File name would be:
 - a. ENGL110johnsonandyFALL2012

Submission:

- EMAIL a copy to Paula Hunt-SS Administrative Assistant

Required Components

1. Instructor Name
2. Room Number
3. Email
4. Phone
5. Office hours and days
6. Office Location
7. Turtle Mountain Community College
8. Catalog Course Number
 - a. Ex: ENGL 110
9. Catalog Course Name or Title
 - a. Ex: College Composition I
10. Credit Hours
11. Prerequisites (if none then write none)
12. Class meeting days and times
 - a. Ex: M & W at 11:00 a.m. to 12:20 p.m.
13. Attendance and participation

In this section the instructor may wish to refer the student to the attendance policy of the college. If the instructor has a different policy on attendance, it should be stated in this section.
14. Materials of Instruction
 - a. Provide specific information from required textbooks, supplemental readings, lab kits, etc.
15. Catalog Course Description
 - a. This should be exactly what is written in the college catalog
16. Grading Scale
 - a. EX: 90-100 A, 80-89 B, 70-79 C.....
17. Method of Instruction:

- a. This section indicates the type of types of instructional methods that will be available to the students to assist him/her in meeting specific objectives of the course. The syllabus should state if the course is to be self-paced, lecture, competency-based, or some other method. Will there be tutors, audio-visual, study labs, field trips or some other assistance? These questions should be answered here.
18. Class Procedures
- a. Many instructors desire to follow specified procedures and policies regarding the style of written assignments, retention of corrected papers, acceptance of late assignments, methods, of contacting the instructor out of the class and other procedures.
19. Rationale
- a. This section explains why the student should take the course and also for whom the course is intended
20. Course Goals
- a. This section is designed to inform the student on broad general terms of what the student and the instruction is expected to accomplish. The course goals define the general outcome desired. The goal statement should be broken into three areas. (1) Knowledge, 2) Skills, 3) attitudes.
 - b. The knowledge section should include these concepts, definitions, facts, and information that the student should recall or recognize. The skills sections include activities that a student should be able to perform at the end of the course. The attitude section should list desired attitudes that the student should acquire.
21. Major Units (Requirements)
- a. Example:
 - b. Chapter 1: Research and MLA documentation
 - i. Chapter questions T/f
 - c. Chapter 2: Concept papers
 - i. Short writing assignment on Concept papers
 - d. Chapter 3 writing Strategies
22. Statement of Cultural content or methods in course
23. Statement on Academic Honesty
- a. Students are expected to maintain scholastic honesty. Scholastic dishonest includes but is not limited to cheating on a test, plagiarism, and collusion. When an infraction occurs, instructors have the authority to act personally. Instructors will report action to the Dean of Academic Programs. A student has the right to appeal the instructors' action in accordance with the student appeal policy.
24. Assessment
- a. If this a capstone course included in the assessment plan, include the assessment of learning objectives that students will be required to demonstrate.
25. Disability statement
- If you have emergency medical information to share with me, if you need special arrangements in case the building must be evacuated, or if you need accommodations in this course because of a disability, please make an appointment with me. My office location and office hours are _____ . If you plan to request disability accommodations, you are expected to register with Harmony Lindgren, Counselor (Rm. FA 103) 477-7947.