



Master Syllabus Format

This is the required [Master Syllabus](#) format for all Delgado Community College credit courses:

MASTER SYLLABUS COURSE PREFIX, NUMBER, AND NAME

COURSE LECTURE-LAB-CREDIT and/ CONTACT HOURS:

COURSE MAXIMUM ENROLLMENT:

SPECIAL FACILITY OR EQUIPMENT NEEDS/SAFETY RULES AND ISSUES:

COURSE TITLE:

COURSE PREFIX AND NUMBER:

COURSE DESCRIPTION: The description should be no more than five typed lines in length appropriate for the *College Catalog*. Each course description should begin with something other than a verb. The first portion is a half-sentence, followed by complete sentences. The sentences of the description should group similar concepts together.

PRE- AND/OR CO-REQUISITES: Specifies the appropriate pre-requisite and/or co-requisite courses based on skill and experience levels required for the course.

COURSE GOAL: The goal should be a general statement of what the course is intended to accomplish, including the particular program outcomes or General Education competencies/ characteristics the course is designed to develop. The goal should answer the question, "What does the course do for the student?"

STUDENT LEARNING OUTCOMES: Learning outcomes state what students will be able to **do** as a result of learning in the course. **Use measurable or observable terms to define 1-5 overarching learning outcomes.** They should begin with active verbs, such as those used in Bloom's Taxonomy, and should suggest an assessment of some kind. Each outcome statement should complete the sentence, "Upon successful completion of this course, the learner will be able to: (list, using bullets, each outcome)."

COURSE CONTENT: This is an outline or a narrative description and explanation of the major topics, concepts, or themes of study that students will learn about in the course. Content must include a week-by-week description of topics and/or learning activities, or must list major units of study for the semester. New courses must list content by weekly outline. Any revisions of the major topics of the course content must be brought before the Curriculum Committee.

TEXTS AND READINGS: The text(s) and/or reading(s) agreed upon by all concerned faculty should be listed in an appropriate format giving the title, author, edition and year of publication. If applicable, additional recommended readings, websites and/or software materials should be listed. Updates of the agreed-upon text(s) and/or reading(s) need only be revised with Division Dean's approval. Once revisions are made, an updated master syllabus must be submitted to the Office of Curriculum and Program Development.

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ASSESSMENT: This section should explain the ways students will demonstrate achievement of learning outcomes as well as the quality standards expected by the discipline. Types of assessment should be consistent with the language used to define learning outcomes and produce reliable measurements of student learning. The Master Syllabus does not include a grading scale, weighted percentages, or definitions of evaluation activities. A standard statement is provided for use: A variety of learning-centered assessment activities will be used to measure and evaluate student performance. These will include, but are not limited to, the following: class presentations, reflective portfolio assignments, papers, tests, quizzes, homework assignments, in-class activities, peer evaluation, problem-solving activities, and collaborative projects.

Although not required for the Master Syllabus, each individual instructor's Course Syllabus **MUST** specify exact expectations of students, including rubrics that explain what different levels of performance look like and how grades are assigned to them.

STUDENT ACCESSIBILITY STATEMENT: It is the general policy of Delgado Community College to provide an equal opportunity for academic success to all students. Reasonable accommodations for a student with a disability will be made provided the student has self-identified with the Office of Student Accessibility and has provided the required documentation. Instructors will appropriately modify their methods of instruction, course and examination requirements and general procedures to accommodate the special needs of the student provided the academic integrity of the course or examination is not violated and the accommodation does not jeopardize the health and welfare of all students. Accommodations will not be made without the letter of accommodation from the Office of Office of Student Accessibility. {[Contact Information](#) is included on Course Syllabus and is not listed on the Master Syllabus. The Master Syllabus statement ends prior to bracketed sentence.}

ACADEMIC HONESTY STATEMENT: Delgado Community College requires that students adhere to the highest standards of academic integrity. Students are entrusted to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Cheating, plagiarism, violation of test conditions, complicity in dishonest behavior, or other falsification of academic work is a serious breach of College standards.

Plagiarism is defined as any attempt to represent the work of another as one's own original work. More specifically, plagiarism is the direct appropriation of the language, thoughts, or ideas of another--either literally or in paraphrase--without appropriate notation on the source and in such fashion as to imply that the work is one's own original work.

Depending upon the nature of the case, a student guilty of academic dishonesty may receive penalties ranging from a grade of "F" for the work submitted to expulsion from the College. Such penalties may be of both an academic and disciplinary nature. Please see the *College Catalog* for additional information.

TITLE IX STATEMENT: Delgado Community College is committed to creating and maintaining an environment in which sexual violence against men and women is not tolerated. Intervening in such instances helps to foster a safe environment for all, while sending a message that this kind of behavior will not be tolerated and is unacceptable in our community. As part of its commitment to providing an educational environment free from discrimination, Delgado Community College complies with Title IX of the Education Amendments, which prohibits discrimination and harassment based upon sex in an institution's education programs and activities. Title IX prohibits sexual harassment, including sexual violence, of students at Delgado Community College sponsored activities and programs whether occurring on-campus or off-campus. {[Contact Information](#) included on Course Syllabus and is not listed on the Master Syllabus. The Master Syllabus statement ends prior to bracketed sentence.}

APPROVAL DATE: _____ (to be completed by Office of Curriculum and Program Development)

AA-1503.1A Master Syllabus Format Approved:
Vice Chancellor for Academic and Student Affairs 10/24/22