



Course Syllabus Format

This is a suggested format for [Course Syllabus](#), which instructors must present to division deans and give to students at the beginning of every semester for each course. *The individual course syllabus with regard to description, content, etc., can elaborate on the master syllabus, but must contain all major components described in the master syllabus for that course.*

COURSE PREFIX, NUMBER AND COURSE NAME

Instructor: _____ Course Section(s): _____

Office (place): _____ Meeting Place(s): _____

Office Hours: _____

Safety Issues & Rules: _____

Course Name (from Master Syllabus and Catalog)

Course Prefix and Number: (from Master Syllabus and Catalog)

Course Lecture-Lab-Credit and/ Contact Hours: (from Master Syllabus and Catalog)

Course Description: Must include information from Master Syllabus, but may be more detailed.

Pre- and/or Co-requisites: (from Master Syllabus and Catalog)

Instructors may include a brief statement describing what is expected that students already know or are able to do coming into the course.

Course Goal: General statement of the purpose of the course; may indicate how consistent the course is with the College Mission and the needs of Delgado students; if appropriate, indicates program goals met by the course and the types of General Education Competencies/Characteristics developed as a result of learning in the course. (Use goal information from the Master Syllabus).

Student Learning Outcomes: These are the overarching course outcomes in the format, "Upon successful completion of this course, the learner will be able to" and are copied from the Master Syllabus for the course. The instructor may also add outcomes in oral communication, writing, critical thinking, and problem-solving skills.

Course Content and Unit or Topic Outcomes: This section provides students with a weekly or daily schedule of classes. It lists the assignments and learning activities for each Unit or Topic of the course, including specific outcomes expected from learning in each area and exams or assessments of learning in each area. These specific outcomes may be an elaboration of course level SLOs listed on the Master Syllabus, providing greater detail at the Unit or Topic level. The following sample format may be used for this section:

Date or Week #	Unit/Topic and Learning outcome. "As a result of learning in this section of the course, you will be able to..."	Learning Activities and Assignments	Learning Assessment, Tests or Exams
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(continued)

Texts, Readings and Other Educational Resources: Required texts for purchase, supplementary texts, library readings, websites, audio-visual/computer materials, supplies or special equipment, and educational resources (e.g., availability of tutoring, learning resource centers, and computer labs).

Assessment: Explain how student learning will be monitored and measured. Specify expectations of students. Include assessment objectives (student knowledge, skills, attitude, and behavior); specify outcomes criteria and include grading rubrics to clarify expectations and levels of quality. Explain the grading rationale.

Teaching/Learning Methods: Instructors may choose to inform students of the basic structure of the course, i.e. lecture, PowerPoint, group discussion, collaborative learning, one-on-one coaching, etc.

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 Student Accessibility. {[Contact Information](#) unique to campus/site, and updated each semester is included here.}

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.

College and Classroom Policies: Instructors are encouraged to include policies and procedures regarding attendance, discipline, make-up exams, etc., in their individual course syllabi.

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](#) unique to campus/site, and updated each semester is included here.}

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