

Required Syllabi Sections

Course Time and Location/Modality

- Instructors must add the course time and location
Example: M/W | 3-4:50 pm | Room 106, Central Campus
- Online courses will add the modality
Example: Online, Asynchronous

Faculty Contact Information

- This should include as much contact information as the faculty member teaching the section is comfortable communicating. It should include enough to be reasonably accessible through at least two communication mediums.
- **Office hours and location** must be included. Available Upon Request is not acceptable.
- **SSCC email** must be used. **Do not add other email address. CCP instructors may forward their SSCC email to their K12 email address.**
- **Credentials** – please add your college degrees and certifications in this area to show that you meet the required credentials.

Example:

Name: Dr. John Doe

Credentials: Ed.D Higher Education Leadership, University of Example 2020;
Master's, Education, University of Example, 2009; Bachelor's Education, 2007,
University of Example; Associate of Science, University of Example 2005

Email: jdoe@sscc.edu

Phone: 937-393-3431 Ext. 1234

Office Hours: Wednesday from 9 – 11 am | Thursday from 3 – 5 pm

Appointments available by request via Zoom, phone, or in-person.

Office Location: Central Campus Room 000

Grading Procedures or Assessments

- Must include categorial list of assignments/activities, point value, and percentage of grade
Example

Category	Total Points	% of Grade
Quizzes	100	10%
Exams	300	30%
Discussions	200	20%
Course Project	400	40%
Total	1000	100%

Course Methodology

- Course methodology may be more commonly understood as course format. Essentially, it is the manner in which the course will be delivered. Depending on the section being taught, it is expected to include narrative in this section that speaks directly to the various delivery methods that may be used in order to help students meet course objectives (learning outcomes) within the credit hour parameter assigned to the course. The methodology must be consistent with the format identified on the master schedule and cannot be altered. For example, a traditional face-to-face course cannot include methodology that suggests the course is delivered solely online.

Sample face-to-face: Students in this course will meet the learning objectives using a variety of techniques, including lectures, class discussions, small group projects, supplemental assignments, and out-of-class work. They will be evaluated for mastery of content through chapter assignments, quizzes, exams, and a final project.

Sample Asynchronous Online: Students will achieve the learning outcomes of the course by participating in a variety of learning activities specifically designed for an online learning environment. These activities include discussion boards, video lectures, video problem demonstrations, accounting simulations, and group exercises.

- Please contact your Division Coordinator with any questions.

Course Outline

- This is among one of the most important components of a course syllabus and also an area that is highly discretionary. Students often spend more time in this section of the syllabus than any other. This section should provide the topic outline and schedule that is expected to guide the entire term. A well-constructed course outline is essential in helping students bridge their assignments with the course objectives (learning objectives).
- A sample outline is included in every approved syllabus; however, the sample is the framework in its most basic form. Teaching faculty are expected to expand on the provided outline and as much detail as possible in assisting students to stay on schedule with assignments, readings, and projects. It would not be uncommon to include a summative table within the body of the course syllabus and use an "attachment" to expand in more detail.
- Course outlines should include the week, topic(s) covered, and learning outcomes met.