

ISP 160

Course Outline and Course Syllabus Information

PURPOSE

Establishes parameters for both the course outline, which aligns the course with accreditation requirements, and the course syllabus, which provides information about course content and operation for students so the instructor and students have a mutual understanding of performance expectations and learning outcomes. (Course outline documents can be found at the Curriculum Committee myClackamas site and course syllabus requirements appear in ISP160A Course Syllabus Information and Format.)

SUMMARY

A course outline will be developed for each course by department faculty. All instructors will provide students with a syllabus for every course section. The syllabus will contain, as a minimum, the information referred to in ISP160A. Non-credit contracted education courses that do not offer CEUs and all Community Educations sections are exceptions.

STANDARD

1. Every course and workshop will have an outline developed by the department and a copy will be kept in the Curriculum Office.
2. The course outline will be reviewed at least every five years and revised and necessary.
3. Instructors will provide each student with a syllabus for each section taught. Non-credit contracted education courses that do not offer CEUs and all Community Educations sections are exceptions.
4. Course syllabi will be kept in the department office for a minimum of three years.
5. Department chairs will work closely with faculty to ensure reviews of course outlines and syllabi. Department chairs or directors (or in their absence, a faculty curriculum lead) will work closely with faculty to ensure reviews of course outlines and syllabi.

REVIEW HISTORY

ISP Committee	Updated	April 13, 2018
College Council	Reviewed	April 6, 2018
ISP Committee	Updated Format	August 3, 2016
College Council	Reviewed	November 21, 2014
ISP Committee	Minor Changes/renumber	November 8, 2013
College Council	Reviewed	November 5, 2010

College Council	Reviewed	April 17, 2009
College Council	Reviewed	April 7, 2006
ISP Committee	Reviewed/No changes	November 2, 1999
Instructional Council	Adopted	August 10, 1994