

COURSE SYLLABUS FORMAT

It is important that EWC course syllabi contain enough detailed information to provide direction and structure for the student. The information is also essential for assuring that multiple sections of a course fulfill all college expectations for the course and that the same course taught by different faculty still continues to meet all the college requirements for an approved course. Although the order of information may be changed, the following items should be included in all EWC syllabi.

1. COURSE INFORMATION

- Course number, title, and section
- Number of credit hours and contact hours authorized for the course
- Semester and year identification

2. INSTRUCTOR INFORMATION

- Name
- Contact information (office room number, office telephone number, office email address); instructors may also wish to state their preferred method of contact.
- Scheduled office hours + “other times by appointment”

3. COURSE CONTENT INFORMATION

- Catalog description for the course
- Rationale for the course
- Course objectives (specific and measurable)
- Resources to be used, such as
 - Textbook—Author last name, Author first name. Title. Place of publication: Publisher, date of publication. (ISBN)
 - Reading list & Materials on reserve in library
 - Other media (software, films, Internet resources)
 - Field trips, guest speakers etc.
- Course schedule: an outline of the major topics covered in the course and the tentative amount of time devoted to each topic. This is critical to helping students know the content to be covered, and their corresponding responsibilities.
 - reading assignments for each topic
 - assignment and project due dates
 - test dates including final exam date and time

4. COURSE EXPECTATIONS

- Evaluation criteria
 - Grading scale that will be used, including how the final grade will be determined
 - How late projects, assignments, tests will be handled
 - Instructor policy on incomplete grades, instructor withdrawals, student withdrawals
 - Standards for written work or projects
 - Policy for extra credit

- Classroom expectations: participation, behavior, attendance or tardiness
- Safety rules

5. List the **GENERAL EDUCATION REQUIREMENTS**

- **Communication Skills:** Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to their disciplines.
- **Analytical and Quantitative Reasoning:** Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.
- **Technology Skills:** Graduates will be able to demonstrate competence using technology appropriate to their disciplines.
- **Social Awareness:** Graduates will be able to demonstrate an awareness of the relationship between the individual and the world.
- **Information Literacy:** Graduates will be able to locate, evaluate, and use information effectively.

6. Include the **ACCOMMODATION STATEMENT**

ADA Accommodations:

- Eastern Wyoming College is committed to providing reasonable accommodations for qualified individuals with disabilities. If a student has a disability and desires a reasonable accommodation for such disability, the student should contact Mrs. Debra Ochsner (532-8238) or Mr. Tom McDowell (532-8330) as soon as possible so that arrangements may be made.

7. **DISCLAIMER STATEMENT**

Although this is not an EWC requirement, several faculty members have asked about wording for a disclaimer. Two options have been used by colleagues.

- The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in the course schedule or activities. All changes will be announced in class.
- Information contained in this syllabus is, to the best knowledge of the instructor, correct and complete when distributed for use at the beginning of the course. However, this syllabus should not be considered a contract between Eastern Wyoming College and the student. The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in course materials and course schedules.