

Subject: Course Files

Policy Number: A3.30

Date: 5/7/96

Revised: 4/15/16

POLICY

The School will maintain files of every course taught. The syllabi will be available on Blackboard Community and students are welcome to review them.

PROCEDURE

Course syllabi will include the following information:

- 1) Course title, course number, credit hours.
- 2) Pre-requisites (if any).
- 3) Course description.
- 4) Course objectives and learning outcomes, written in terms of what is expected of student by end of course.
- 5) Course outline.
- 6) Assignment sheets as distributed.
- 7) Copy of class handouts.

At the midpoint of each semester faculty members will provide an electronic copy of all courses being taught to the Director's office. The Assistant to the Director will contact each faculty member whose course syllabi have not been received to insure that ALL files for the semester are completed and filed.