ARTICLE 14 - MASTER AND INSTRUCTIONAL SYLLABI

1. The Master Syllabus serves as an official record for a course and facilitates transfer to other institutions. It establishes the course content, learning outcomes and provides curriculum consistency across all sections of a course. A current master course syllabus is maintained for each course offered by the College. Copies of this master syllabus are maintained electronically in each respective academic division office and reviewed by the Office of Academic Affairs.

2. The master syllabus provides the requirements that must be followed by all Faculty who teach the course. As a permanent record, the master syllabus serves as the official document for what was covered in the course, at what level, scope and depth, and credit. The master course syllabi for all College courses shall be reviewed and updated by April 15 of each academic year, and more frequently as needed in each division/department. Program Chairs or Lead Faculty will ensure the master syllabi are reviewed and current.

3. All full-time department Faculty members are responsible to meet with the Program Chair or Lead Faculty to provide the needed input to develop and/or update the master syllabi. In cases where there is a single department member, that Faculty member shall be the responsible party. Program Chairs or Lead Faculty shall post master syllabi as directed for the Dean to review and Adjunct Faculty distribution. Divisions shall maintain electronic copies.

4. The master syllabus must contain the following information:

    A. The title and reference number of the course;

    B. The name(s) of the Faculty member(s) who prepared the syllabus and the date of preparation or revision;

    C. The catalog description of the course including number of credits; prerequisites and/or co-requisites; total number of contact hours in lecture, laboratory, clinic or number of clock hours (PSAV); and credit type (college, postsecondary, AS, developmental);

    D. Identification of courses that satisfy state communication and computation requirements and/or the computer proficiency graduation requirement;

    E. The current textbook(s) and software utilized, including author, title and publisher;

    F. A list of teaching aids and devices both suggested for teacher use as well as required for student purchase and use (e.g. safety goggles, art supplies, cameras, dental instruments);

    G. General Education Learning Outcomes (if applicable);

    H. Program Learning Outcomes (if applicable);

    I. Student learning outcomes and associated assessment method(s);

    J. The course outline which identifies the content to be covered and/or pacing

chart to facilitate course pace and assure required content is covered;

K. A list of references or source materials;

L. Factors common to all sections which are required for evaluating and assessing student learning/grading students. Minimum number of acceptable assessments and types;

M. Information about the final exam/activity, and any departmental policies regarding grading scale in determining final grade;

N. TCC's Equal Access/Equal Opportunity Statement;

O. TCC's Equity Statement; and

P. Additional information required for the course by the Florida Department of Education or the College. This may include a background check, medical clearance, required certifications, etc.

5. By the end of the first day of a semester or session, all Faculty members shall develop and distribute to students and post in the College's Learning Management System a course syllabus for each class they are teaching.