



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

EFA-2 Official Course Syllabus APPROVED: October 15, 1991 **REVISED:**
Year of last review: 2021
AUTHORIZING BOARD POLICY: EFA

Classification: Administrative
Vice President or Associate Vice President: Vice President of Instruction and Workforce Education
Designated Contact: Dean or Director of the program

OBJECTIVE: To establish a standardized process with guidelines for the development of the official course syllabus.

PROCEDURE:

- I. Course Syllabus (Part I) Instructor's Course Requirements
 - A. The Instructor's Course Requirements part of the syllabus will be a detailed description of each instructor's specific course requirements, such as assignments, grading criteria, text(s) and materials, classroom policies and procedures and course calendar.
 - B. This part of the course syllabus will be prepared by the instructor, based on the course description, learning objectives and college-wide evaluation criteria from the Official Course Description part of the syllabus. Disciplines may elect to use a standardized version of this part for some courses.
 - C. The Instructor's Course Requirements must contain the following sections:
 - Course Number and Instructor Information
 - Text(s) and Materials
 - Course Requirements
 - Instructor's Policies
 - Course Calendar
 - D. All of the individual instructor's requirements should be explicitly stated in the Instructor's Course Requirement part of the syllabus.
 - E. The instructor will update Part I of the syllabus each semester in which the course is taught.
- II. Course Syllabus (Part II): Official Course Description
 - A. The "Official Course Description" section of the syllabus will be developed by the entire discipline and will include the course description from the current *College Catalog*, identification of specific course objectives, and evaluation criteria which will be applied college wide.
 - B. Learning objectives for the course will be discussed and agreed upon by the members of the discipline.
 - C. Evaluation criteria in this section will be discussed and agreed upon by the members of the discipline and apply to all sections of the course being taught college wide.
 - D. The Official Course Description section of the syllabus will be developed by the discipline and will follow the established official course syllabus format.
 - E. The Texas Higher Education Coordinating Board (THECB) Outcomes from the Academic Course Guide Manual (ACGM), Disability Statement (Americans with Disabilities Act [ADA]), 6-Drop Rule, and Title IX and Sex Discrimination will be included in all syllabi.
 - F. The official course description will be reviewed by the discipline every three years or sooner if revisions to the course have been made.

III. Distribution:

- A. The entire course syllabus (The Instructor's Course Requirements and The Official Course Description) will be distributed to the student during the first week of class.
- B. The Official Course Description (Part II) of the syllabus will be on file electronically in the Curriculum Office. The Curriculum Office will be the central repository of this document for all disciplines. The District Wide Discipline Coordinators are responsible for providing the documents to the Curriculum Office. Whenever the Official Course Descriptions are changed, the revised copy must be provided to the Curriculum Office in electronic format.
- C. The Instructor's Syllabus Part I and II shall be submitted to the Dean and Coordinator or Director at the beginning of each semester or session.
- D. Each individual faculty* member is responsible for uploading his/her Part I of the syllabus to the web as mandated by Texas HB 2504. The Curriculum Office will be responsible for uploading Part II of the syllabi to the web.

***Note: The word "faculty" denotes instructors, counselors, and librarians.**

El Paso Community College
Syllabus
(Part I)
Instructor's Course Requirements
Semester and Year

[This document is the individual instructor's contract with the students who have enrolled for the course. It must be attached to the "Official Course Description" (Part II) which has been developed by the college-wide discipline.]

[The Instructor's Course Requirements must contain the elements described below in sections I-V.]

[Syllabus should be formatted in a clearly readable font at least 10 point such as Times New Roman or Arial. Overly animated and scriptive font should be avoided.]

I. Course Number and Instructor Information

[Include Course Rubric, Number and Title, followed by the instructor's name, office number or location in which the instructor can be contacted, phone number (either office phone or other phone at which messages can be left), e-mail address and office hours.]

II. Text(s) and Materials

[Include required and optional texts and materials, listed in bibliographical format. Use the format found in any current research paper guide or English handbook. If other resources are listed, indicate where these are available.]

III. Course Requirements

[Include the individual instructor's course requirements, specific grading policies, grading scale, policies regarding late work, and other evaluation methods. Discipline-wide evaluation policies will be noted in the "Evaluation" section of "Official Course Description" part of this Syllabus.]

IV. Instructor's Policies

[Attendance Policy: The College Catalog contains two statements on this issue, which may be used as a reference. Instructors are free to set their own attendance policies, but the policies must be included in the syllabus.]

[The instructor's rules (such as class conduct requirements, cell phones being turned off, children not being allowed in the class, etc. should be stated). Instructors may choose to refer to the Student Code of Conduct as published in the *College Catalog* and the *Student Handbook*. Having the policies explicitly stated in the syllabus helps the College defend the instructor if a student challenges a policy.]

V. Calendar: [Attach a calendar of subjects to be studied, activities, and assignments. This may be a detailed calendar specifying daily, weekly, or unit activities/assignments, or it may be a more general calendar specifying assignments on a week-by-week basis. A statement is needed indicating that the calendar is subject to change.]

[Option three—Include general objectives, followed by unit titles with specific objectives for each unit.]

[Course Rubric and Number]; Revised Fall 2001

Upon satisfactory completion of this course, the student will be able to:

- A. *[General Objective 1]*
- B. *[General Objective 2]*
- C. *[General Objective 3]*
- [etc.]*

- 1. Unit I *[Title of Unit]*
 - a. *[Specific Objective 1]*
 - b. *[Specific Objective 2]*
 - c. *[Specific Objective 3]*
- [etc.]*

III. THECB Learning Outcomes (ACGM)

[The Curriculum and Instructional Development Office will insert the course’s learning outcomes from the Texas Higher Education Coordinating Board (THECB) Outcomes Academic Course Guide Manual (ACGM) when applicable.]

IV. Evaluation

[Include all the requirements for the course as determined by the college-wide discipline. Individual instructors will describe their specific grading criteria in the “Instructor’s Course Requirements” which will precede this section of the syllabus.]

[Several items may be appropriate in this section: 1) The general guidelines for grading as agreed on by the faculty of a discipline, 2) The criteria to be used to determine whether students have met the stated objectives of the course, and/or 3) The processes of preassessment (whether for challenge or diagnosis), post assessment, and remediation. Single space any narrative material.]

V. Disability Statement (Americans with/Disabilities Act [ADA])

[The Curriculum and Instructional Development Office will insert the Disability Statement (Americans with Disabilities Act/ADA).]

VI. 6-Drop Rule Statement

[The Curriculum and Instructional Development Office will insert the 6-Drop Rule Statement].

VI. Title IX and Sex Discrimination Statement

[The Curriculum and Instructional Development Office will insert the Title IX and Sex Discrimination Statement].

**INSTRUCTOR'S COURSE REQUIREMENTS
SYLLABUS (PART I) REVIEW**

FACULTY: _____ **DISCIPLINE:** _____ **FT** _____ **PT** _____
COURSE PREFIX: _____ **CRN #:** _____ **SEMESTER** _____
REVIEWER: _____ **SIGNATURE:** _____ **DATE:** _____
PRINT NAME

I. Checklist:

| | | MEETS EXPECTATIONS | NEEDS REVISION/ADDITIONS |
|-----|---|-----------------------|-----------------------------|
| (1) | FORMAT (Follows the official course syllabus guidelines) | | |
| (2) | CURRENT SEMESTER AND YEAR Current semester (Fall, Spring, Summer) and the current year. | | |
| (3) | COURSE NUMBER AND INSTRUCTOR INFORMATION [Course Rubric, Number and Title, followed by instructor's name, office number or location in which the instructor can be contacted, phone number (either office phone or other phone at which messages can be left) Add office hours.] | | |
| (4) | Text(s) and Materials Text(s) and materials required. Appropriate format found in any current research paper guide or English handbook. Location of other resources. | | |
| (5) | Course Requirements Instructor's requirements, grading policies, grade scale and/or other evaluation methods. (How you arrived at the final grade) | | |
| (6) | INSTRUCTOR'S POLICIES Instructor's own attendance policies explicitly stated. [Attendance policy: The College Catalog contains statements on attendance.] Instructor's rules (such as class conduct, cell phones, children in class. (Reference can be made to the Student Code of Conduct published in the College Catalog and Student Handbook. | | |
| (7) | CALENDAR Instructor's calendar of class activities and assignments. | | |
| (8) | Syllabus Official Course Description Part II Attached (EPCC Procedure EFA-2) | | |

II. REVISION NEEDED: _____ **Yes** _____ **No**

III. COMMENTS: _____

IV. FACULTY HAS REVIEWED THE ABOVE: _____ **DATE:** _____
FACULTY SIGNATURE