

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
ACADEMIC AFFAIRS
SIP-3160.A
Course Syllabus Format**

**Instructor's Name
Campus/ Room#
Phone & Extension**

**SAM101
Sample Syllabi Set-Up**

COURSE DESCRIPTION

This section will contain the same course description that is in the current catalog or an up-dated course description approved through proper channels.

Exactly the same for all common courses

COURSE FOCUS

This section will contain the approach the instructor will take in teaching this course. This section can and will differentiate this particular section of the course from other sections of the same course.

Individually generated for each course.

TEXT AND REFERENCES

The text(s) from the approved text list should be listed here. Any texts required beyond the approved texts should also be listed here.

Exactly the same for all common courses.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (*designates a CRUCIAL goal.)

*1. *Use common division-generated, division-approved goals.*

STUDENT CONTRIBUTIONS

This section will contain comments from the instructor regarding what is expected from the student in the course. Class participation, attendance, etc. can be dealt with here.

Individually generated for each course.

COURSE EVALUATION

This section should clearly communicate to the student exactly how the course grade will be determined. The value of each test or assignment, the grading scale, and how participation figure into the grade should be here. If attendance is used in the calculation of the course grade, that should be stated here. Relevant General Education goals and their assessment should be specified here.

Individually generated for each course.

COURSE SCHEDULE

This section can address the course on a week by week basis. What will be covered, which course goal will be introduced on a class by class breakdown and so forth can be included here. If assignments are due on specified class dates it can be communicated here. If tests are set for certain class periods, this is where that information should be.

Individually generated for each course.