

Williamsburg Technical College
PROCEDURE

SECTION D – EDUCATIONAL AFFAIRS

Title COURSE SYLLABUS	Number D-13.1
Division of Responsibility Academic Affairs	Approval Date Page 1/21/2021 1 of 3
Approval Vice President <hr/>	Supersedes Procedure No. D-13.1 Date 2/3/14
President <hr/>	

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

- I. Every course must have a syllabus that conforms to the Master Course Syllabus template. The purpose of the syllabus is to provide a framework for the course. It is essential to update a syllabus periodically to keep it current, appropriate for the learner, and relevant to the course. All courses offered by Williamsburg Technical College, as a member of the South Carolina Technical College System, follow System-wide and prescribed course numbers, course titles, descriptions, and credit value. All courses offered by Williamsburg Technical College will have a standard and uniform course syllabus that conforms to the information in the SC Technical College System Catalog of Approved Courses.
- II. The syllabus is a two-part document provided to all students in a course section during the first week of class. The first part of the syllabus is termed the “Master Syllabus,” and this part of the total syllabus is not subject to modification by individual faculty members. The Master Syllabus document is created by the full-time faculty of the college or by program coordinators in consultation and coordination with part-time faculty hired by the college to teach and contribute to the curriculum development of the college in a particular discipline or program. The consultation and collaboration with the part-time faculty will occur annually, as a minimum, and may be accomplished during department meetings following the faculty orientation in August of each year. Additional meetings may be scheduled as necessary by department heads or program coordinators.
- III. The second part of the syllabus is termed the “Syllabus Addendum,” and this portion of the syllabus is subject to modification by individual faculty members. This portion of the syllabus will include information specific to a single section and may be tailored to address unique requirements in addition to the requirements of the master syllabus such as weekly schedules of assignments, grading rubrics for assignments, or other classroom behavior policies specific to the individual instructor.
 - A. **Master Syllabus:** The master syllabus must contain the following components/information and may not be modified except with Department Head and Vice President for Academic and Student Affairs approval. Information denoted with an asterisk(*) is determined by the South Carolina Technical College System and may not be modified except by System Office approval:

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1. *Course Number, *Course Title, *Credit Hours (i.e. MGT 101 – Principles of Management – 3 credit hours)
2. Pre/Co-requisites (if applicable)
3. *Course Description
4. Course Developer (Credentialed full-time or part-time faculty member credited with development of the master course syllabus. Will typically be a full-time faculty member serving as Department Head or Program Coordinator but may be an adjunct instructor compensated to develop the syllabus as part of preparation time added to temporary work agreements).
5. Student Learning Goals/Objectives – to be stated as student outcomes (i.e., “At the conclusion of this course the student will be able to _____.”)
6. Course content
7. Means of instruction (i.e., lecture, lab, writing, projects, etc.)
8. Revision date
9. Required textbook/written materials/supplies
10. Institutional core competencies
11. College policy on attendance
12. College policy regarding students with disabilities
13. College policy on academic misconduct
14. College policy on grading

B. **Syllabus Addendum:** The syllabus addendum may include the information below and may be customized by the faculty member to meet the needs of specific course sections:

1. Faculty contact information (i.e., office hours, phone number, voice mail number, email address, etc.)
2. Teaching philosophy/methods
3. Specific evaluation methods
4. Classroom policies (tardiness, make-up tests, behavior, etc.)
5. Suggested additional readings
6. Assignment schedule as applicable
7. Section policy on attendance

IV. Additionally, the course syllabus will address or conform to the following:

- A. Follow a common core or sequence of topics/outcomes necessary within the department, including the General Education Core Competencies.
- B. Be current/relevant to student, community, and discipline needs.
- C. Follow a logical organization for student understanding and topic progression.

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D. If section policies exceed the minimum college policies, they must be clearly identified in the syllabus (i.e., attendance policy more stringent than college policy.)

V. Instructors are expected to distribute the Master Course Syllabus and Syllabus Addendum to students the first day of class. The syllabus informs students about the instructor's policies, procedures, and expectations as well as assigns students' readings, projects, exams, etc. Clarity, thoroughness, and accuracy are critical elements for at least two reasons: the syllabus is scrutinized during the faculty evaluation process; and the potential exists for students to file a grievance based on their perceived breach of agreement if instructors deviate from what has been stated in writing.

VI. Syllabi are evaluated by the Department Head and the AVP for Academic Affairs each semester. All faculty will submit one copy of the syllabus (Master Syllabus and Syllabus Addendum) to the Academic Affairs Office within the first week of class. The Academic Affairs Office will distribute the syllabus to the appropriate Department Head who will initiate a Syllabus Review Form, sign, and submit to the AVP for Academic Affairs for approval. If errors are found, the syllabus will be forwarded to affected instructors for correction and, depending on the errors, corrections should be made and returned to the Department Head within one week. After required edits are made, the Department Head will submit the corrected syllabus to the Academic Affairs Office. A current copy of each course's syllabus must be submitted to the Academic Affairs Office where they are kept on file and available for review.