



## Appendix “A”

### LUNA COMMUNITY COLLEGE Standard “Minimal” Requirements for Course Syllabus

<b>Course</b>	course title and other course information including meeting times, dates, room number, credits, semester, prerequisites and/or co-requisites
<b>Faculty</b>	information about the instructor and his or her contact information (e.g., phone number and email). List time and day of office hours for full time faculty
<b>Course Description</b>	use catalog description, 2012-2015
<b>Expectations of Students</b>	What do you expect from your students? For example, description of students’ responsibilities in the learning process; how you hope the students will approach the course subject/content; take responsibility for their learning; the amount of study time expected in the course, and suggestions on how to succeed in the course.
<b>Course Learning Outcomes (Competencies)</b>	this section will include a list of skills or techniques students will develop from the course. This list will consist of a <u>minimum of four to six quantifiable statements</u> about what students will be able to do after completing the course.
<b>New Mexico CORE Competencies</b>	If teaching a CORE course, the State HED competencies must be stated (e.g., Communications, Mathematics, Laboratory Science, Social & Behavioral Sciences, Humanities & Fine Arts).

**Methods of Measuring Learning Outcomes (Competencies)**

What tools are used to measure student success based on the learning outcomes?

**Evaluation**

Indicate how the student will earn a particular grade, such as information about assignments including types of assignments, nature of exams (e.g., take home, open book, in-class) due dates, grading criteria and so forth.

**Course Schedule**

Add a tentative schedule indicating the course content that will be covered throughout the course (e.g., eight week or sixteen week schedule).

**Policies**

Include policies such as attendance, academic responsibilities, late assignments, missed exams, cell phones, etc.

Add a statement that indicates: for additional student information, refer to the 2012-2015 Student Handbook

**Grading Standard**

Refer to the LCC 2012-2015 Catalog

**Textbook(s)**

Name of required textbooks(s) and any recommended materials. Include ISBN number(s)

**Important Dates**

List important dates such as last day to withdraw from the course, holidays, add/drop, midterm, final exam week, spring break and other important dates.

**ADA Statement**

Add a statement regarding accommodations for students with disabilities. See Academic Policies & Procedures Manual 2012-2013 for additional information.

**Academic Integrity**

See Academic Policies and Procedures Manual 2012-2013 for additional information.

**Syllabus Revisions or Changes**

Add a statement that indicates the syllabus is subject to change

**Internet Courses**

See Academic Policies & Procedures Manual 2012-2013 for additional information.