



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

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| <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  |
| <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).  |
| <b>Methods of Measuring Learning Outcomes (Competencies)</b> | What tools are used to measure student success based on the learning outcomes?   |
| <b>Evaluation</b>  | 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.  |
| <b>Course Schedule</b>                                       | 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 2009-2011 Student Handbook

**Grading Standard**

Refer to page 39 of the LCC 2009-2012 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

**Syllabus Revisions or Changes**

Add a statement that indicates the syllabus is subject to change

**Internet Courses (non-proctored)**

Use the following statement: LCC will ensure firm student identification for examinations through the use of username and password for non proctored exams. As an on-line student, you are responsible for keeping your username and password secure. Your username and password should not be given out as you are responsible for all assessment, assignments, and on-line communications. Any academic dishonesty/plagiarism will not be tolerated and is grounds for disciplinary actions. [Please refer to page 6 of the LCC 2009-2012 Catalog]