

ISP 160

Course Outline and Course Syllabus Information

PURPOSE

Establishes parameters for both the course outline, which aligns the course with accreditation requirements, and the course syllabus, which provides information about course content and operation for students so the instructor and students have a mutual understanding of performance expectations and learning outcomes. (Course outline documents can be found at the Curriculum Committee myClackamas site and course syllabus requirements appear in ISP160A Course Syllabus Information and Format.)

SUMMARY

A course outline will be developed for each course by department faculty. All instructors will provide students with a syllabus for every **credit or CEU bearing** course section offered that contains, as a minimum, the information referred to in ISP160A.

STANDARD

1. Every course and workshop will have an outline developed by the department and a copy will be kept in the Curriculum Office.
2. The course outline will be reviewed at least every five years and revised and necessary.
3. Instructors [who teach credit or CEU bearing courses](#) will provide each student with a syllabus for each section taught.
4. Course syllabi will be kept in the department office [for a minimum of three years.](#) [\(NOTE: See the College's Curriculum & Instruction Retention Schedule in the Curriculum Office for a minimum length of time for syllabi retention.\)](#)
5. Department chairs will work closely with faculty to ensure reviews of course outlines and syllabi. Department chairs or directors (or in their absence, a faculty curriculum lead) will work closely with faculty to ensure reviews of course outlines and syllabi.

REVIEW HISTORY

ISP Committee	Updated Format	August 3, 2016
College Council	Reviewed	November 21, 2014
ISP Committee	Minor Changes/renumber	November 8, 2013
College Council	Reviewed	November 5, 2010
College Council	Reviewed	April 17, 2009
College Council	Reviewed	April 7, 2006
ISP Committee	Reviewed/No changes	November 2, 1999
Instructional Council	Adopted	August 10, 1994