**ISP 160**

**Course Outlines and 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.

**SUMMARY**

A course outline provides faculty with a unified guideline for the content of the class and is aligned with accreditation requirements. It is developed by faculty and approved by the Curriculum Committee. A course syllabus provides students with both necessary information for one particular class (for example, due dates) and with policies that are standard across campus (for example, disability resource information). Between outline and syllabus, faculty and student expectations should be clear for any given class and consistent across sections of that class.

**STANDARD**

1. A course outline will be developed for each course and workshop by department faculty. The course outline will be reviewed at least every five years and revised as necessary.
2. All instructors will provide students with a syllabus for every course section offered within the first week of the class. This syllabus must contain, as a minimum, the information referred to in ISP 160A (Instructor Information, Grading Information, Course Information, and CCC Information and Expectations). The format may vary, especially for class sections taught online, but the information must be consistent and accessible. Instructors are encouraged to seek out best teaching practices to ensure that students are familiar with the contents of the syllabus.
3. Course syllabi will be kept in the department office. (NOTE: See the College’s Curriculum & Instruction Retention Schedule in the Curriculum Office for a minimum length of time for syllabi retention.)
4. Department chairs or directors (or in their absence, a faculty curriculum lead) will work closely with faculty to ensure timely reviews of course outlines and syllabi.
5. Course outline documents appear on the Curriculum Committee myClackamas site.
6. Course syllabus requirements appear in ISP 160A.

**APPROVALS**

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| ISP Committee  |  |
| ISP Committee | November 21, 2014 |
| ISP Committee | (Reviewed/Minor housekeeping appendix renumbering change)—November 8, 2013 |
| College Council | December 2, 2011 |
| College Council | November 5, 2010 |
| College Council | April 17, 2009 |
| College Council | April 7, 2006 |
| College Council | November 21, 2003 |
| ISP Committee | (Reviewed/Still Current policy/No Change Needed) – November 2, 1999 |
| Instructional Council | August 10, 1994 |