

3358:11-2-31 Course outline and syllabus.

- (A) Purpose. The college requires that a course outline and syllabus for every course offered be on file.
- (B) Course outline guidelines. The course outline is a general statement defining the course, listing its description, objectives, evaluation and content and should contain the following information:
- (1) Course name.
 - (2) Course number.
 - (3) Credits (lecture and lab).
 - (4) Prerequisites.
 - (5) Catalog description.
 - (6) History of textbooks used.
 - (7) Objectives (general, specific, behavioral).
 - (8) Course content/tentative timetable.
- (C) Syllabus guidelines. The syllabus is a detailed description of the course outline and information the student needs to know, i.e., instructor's name, office hours, and daily lecture topics and should contain the following information:
- (1) Course name.
 - (2) Course number.
 - (3) Credits (lecture and lab).
 - (4) Prerequisites.
 - (5) Current textbook.
 - (6) Instructor's name.
 - (7) Office hours.
 - (8) Office phone number.

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- (9) Home phone number (optional).
- (10) Objectives.
- (11) Reading assignments (required).
- (12) General rules.
- (13) Assignments calendar.
- (14) Labs – listing and assignment.
- (15) Lecture topics by days or subjects.
- (16) Test and final examination schedule.
- (17) Grading procedures.
- (18) Resource speakers (if applicable).
- (19) Field trips (if applicable).

Replaces: 3358:11-2-31
Effective: 06/20/2006

CERTIFIED ELECTRONICALLY

Certification

03/17/2015

Date

Promulgated Under: 111.15
Statutory Authority: 3358.08
Rule Amplifies: 3358.08
Prior Effective Dates: 3/7/2002