

FACULTY HANDBOOK

http://www.venturacollege.edu/sites/default/files/files/faculty-staff/handbooks/faculty_handbook_2016-17_final_draft.pdf

Course Outline and Syllabus

An official course outline of record exists for each course offered at the college. This outline has been used to establish articulation agreements between Ventura College and other colleges and universities. It also serves as the institution's commitment to the state and to the students that a common body of material will be covered in the course, regardless of who serves as the instructor. A copy of the course outline for your class may be obtained at www.curricunet.com/ventura. When you open the page, there is no need to sign in to view course outlines. Click on "Course" which is under the "Search" category. When the page opens select the discipline and course number, then click the "OK" button. The page that opens has the COR as well as the SLOs for the course.

Using the course outline, you will be able to generate the course syllabus, which should be distributed on the first day of class. A typical syllabus provides students with the following information:

- Instructor contact information
- Course description (taken from the College Catalog)
- Course-specific Student Learning Outcomes
- Course objectives (using the official outline of record as a guide)
- Calendar of meeting dates
- Instructional units to be covered
- Examinations (including how many and what types)
- Textbooks and other required materials
- Reading assignments
- Writing assignments
- Field trips required (if any)
- Grading scale
- Ground rules pertaining to attendance, policy on late work and make-up examinations, extra credit opportunities, etc.
- Instructor-imposed penalties for academic dishonesty
- Norms for classroom behavior

A copy of your syllabus should also be posted on your personal and/or course website (if applicable) and should be submitted each semester to your Division Office.