

GENERAL INFORMATION

(This information is required and must be included. See Master Syllabus Template.)

1. College Name
2. Department Name
3. Course Prefix and Number (*This number is assigned by Academic Affairs. Note: The individual nine-digit alpha/numeric code assigned by the college to each curriculum – prefix maximum is five digits, number maximum is four digits.*)
4. Course Title (*maximum of 36 characters including spaces and punctuation per ICCB rules*)
5. IAI Code (*Insert IAI Code if applicable OR Designate “None”. Insert suggested IAI Code from approved Illinois Articulation Initiative Course Code for 1) General Education Core Curriculum (GECC) Course OR 2) Majors’ Course. See: <https://www.itransfer.org/IAI/Faculty/Course/CourseDesc.aspx?section=faculty&subsection=course&topic=desc>*)
6. Credit Hours (*Contact to credit hour ratios—how many contact hours required per credit hour for lecture, lab, clinical and internship course—are defined in CCC Curriculum Manual per ICCB Administrative Rules. Must be listed in increments of one-half (.50) or whole (1.00) credit hours.*)
7. Contact Hours (*Specify number of hours for lecture; specify number of hours for lab, if applicable. Include service learning hours and contact hours information if part of the master syllabus.*)
8. Length of Course (*Specify 16 weeks, 8 weeks or other. There is a contractual obligation about minimal timelines, with some flexibility according to whether the class is hybrid or not*)
9. Catalog Description (*State description as is or will be written in the college catalog. If an instructor wishes to add to the description, s/he can create a course description section in the individual instructor syllabus. An instructor cannot override this general description.*)
10. Prerequisites (*Include a specific course, placement test score or skill level and/or “Consent of Department Chairperson”; if no prerequisites are required, write “none”.*)
11. Course Objectives (*Course objectives are linked to professional standards. Include a list of concepts that a student is expected to learn in this course. Objectives are an adjunct to topic outlines in that objectives can indicate depth of coverage of a topic. Course objectives should be uniform for all sections of a multisection course, but each instructor may accomplish them differently.) Measurable course outcomes must also be included.*)
12. Student Learning Outcomes (*State what students are measured on and able to do upon completion of the course.*)

13. Students Course Is Expected to Serve (*e.g. to fulfill for general education requirements for associates degrees; to fulfill elective requirements, to fulfill requirements for a career occupational degree, or to prepare for other careers in a specified field.*)
14. Recommended Methods of Instruction (*Indicate lecture, laboratory, clinical experience, work experience or other activity.*)
15. Recommended Methods of Evaluation (*Indicate how student performance is evaluated to determine the final grade in this course, e.g. homework, quizzes, exams, papers, class participation, journals, and project-based work. Don't specify percentages in this area; allow faculty who teach this course flexibility.*)
16. Recommended Textbooks (*Indicate textbooks appropriate for course level and include Author(s), Title, Edition (current), Publisher, Publication Year, and ISBN #. ICCB and IAI are looking for the relatively up-to-date materials.*)
17. Recommended Materials (*Include any supplies or materials to support course.*)
18. Recommended Resources
19. Topical Outline (*Include a list of the major topics of instruction in this course. Remember that this is the topics that all courses should include; topics should be broad, not overly specific.*)
20. Labs (*This item is necessary for Physical/Life Science Labs. Complete and attach the IAI General Education Physical/Life Science Lab Submission Form. See iTransfer.org for the IAI Lab expectations. What the panels are looking for is a connection between SLOs and course objectives and the lab assignments and topics.*)
21. Recommended Exit Assessment (*If your course has a standard exit assessment {final exam, portfolio, etc.}, describe and clarify directions, requirements, and grading procedures. For courses that require an exit assessment, make it clear to students that they need to pass the exit assessment at the end of the semester AND pass all of the other required coursework, e.g., writing, presentations, etc. to successfully complete the class.*)