Course Number: Rubric (all caps) – Course Number (4 digits)

Course Title: Use the official ACGM or WECM course title.

Course Description: Use the official ACGM or WECM course description.

Course Credit Hours: (SCH) Only list the formats that are used:
- Lecture Hours: (weekly contact hours)
- Lab Hours: (weekly contact hours)
- Clinical/Recitation Hours: (weekly contact hours)

Prerequisite: If applicable, enter the Course Rubric and Number and/or TSI standard.
Please consult with the Testing Center Director for questions about placement below college-level.

Prerequisite/Concurrent Enrollment: If applicable, enter the Course Rubric and Number if the student could either take the course in the same semester or a previous semester as this course.

Corequisite: If applicable, enter the Course Rubric and Number.

Student Learning Outcomes: This section will outline the measurable student learning outcomes of the course as agreed upon and submitted by faculty in the discipline. Insert the list of state-mandated outcomes as published in the ACGM (Academic Course Guide Manual) or WECM (Workforce Education Course Manual). Follow with any “Additional Collin Outcomes”, agreed upon by the faculty in the discipline, that are not explicitly covered in the state’s SLOs. See below for correct format.

**All Core Curriculum Courses:** Designate at least one outcome for each required core objective by adding in parenthesis the core objective being taught [e.g., Demonstrate an understanding of the impact of arts on culture. (Social Responsibility)]. See the following for objectives required for courses by discipline area:


- State-mandated Outcomes: List all outcomes.
- Additional Collin Outcomes: List outcomes as applicable.

For Workforce Courses (WECM), add the following:

**Secretary’s Commission on the Acquisition of Necessary Skills (SCANS) -** SCANS skills are a group of foundational skills and workplace competencies that the Secretary's Commission on the Acquisition of Necessary Skills established as vitally important for workplace success in the 21st century. In Collin's workforce programs, the SCANS skills are developed and reinforced throughout the curriculum to provide students with an opportunity to hone these skills/competencies in the context of their education. Over the course of an entire degree program, the successful student is expected to demonstrate all of the SCANS skills and competencies as part of their education. The SCANS Foundation Skills and Workplace Competencies are described at:

http://www.collin.edu/academics/programs/Workforce_SCANS_Skills_Syllabi_Code_Key.pdf

Withdrawal Policy: See the current Collin Registration Guide for the last day to withdraw.

Collin College Academic Policies: See the current Collin Student Handbook.
Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

INSTRUCTOR INFORMATION

Instructor’s Name:
Office Number:
Office Hours: If Associate Faculty, use the statement “By appointment only”. (Per SACS, contact information must be provided to students. If “By appointment only”, then the day of the week and time of the day appointments may be scheduled needs to be communicated here.)
Phone Number: (a college office phone number or instructional office phone number preferred – publishing a personal phone number is not recommended)
Email:

Class Information:
Section Number:
Meeting Times:
Meeting Location:
If a Web, Blended, or Hybrid course, add any relevant information regarding:
Minimum Technology Requirement:
Minimum Student Skills:
Netiquette Expectations: Expectations for electronic discussions and mail communication

Course Resources: List all required and optional course resources/reading materials and, if necessary, where they are accessible (online and/or Collin Library). If there will be no required course materials, state “None”.
Supplies: List all required and optional course supplies. If there are no class supplies, state “None”.
Attendance Policy: Optional, may vary by instructor.
Additional Instructor Student Learning Outcomes: Optional, may vary by instructor.
Method of Evaluation: Grading policy/scale; specifically state how grade is determined, including any requirements students must accomplish to successfully complete the course.

If a Web, Blended, or Hybrid course, inform students of the following points:
Requirements For Participation In Online Discussion Or Collaborative Activities:
Criteria Used To Evaluate Participation In Such Activities:
Delivery Method Of Feedback and/or Graded Material:
Standards for Instructor Response and Availability: (turn-around time for email responses, grade posting, etc.)

Course Calendar: By law, syllabi must include a brief description of each major course requirement, including each major assignment and examination, a general description of the subject matter of each lecture or discussion, and a list of any required or recommended readings.

Any additional information, approved by the Dean, may be added below.

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