Guidelines for Preparing Institutional Syllabi
Adams State College

Directions:

To satisfy internal and external requirements that all approved credit courses at the college be accurately (and currently) described by an institutional syllabus, please utilize the format attached in proposing a new course or substantive changes in an existing course. An “institutional” syllabus is one approved by the academic department in which the course exists, and by the Curriculum Review Committee. Substantive changes are those that involve major changes in content, requirements or credit hours.

A course is officially created when the required syllabus has been approved not only at department level, but also at the college level by formal action of the Curriculum Review Committee. Syllabi should be reviewed by the department at least every five years (as part of academic program review) and validated or revised with proper notation of the date. (See upper right hand corner of institutional syllabus outline.)

Please complete each of the items (I. through XII.) on the attached outline. If an item does not apply, formally indicate by noting “N/A”. There are no minimum/maximum length requirements for any item. The standard to be pursued is a description sufficient to provide any interested party a clear understanding of the course’s primary content, academic objectives, general organization, formal requirements and evaluation procedures.