

OWENS COMMUNITY COLLEGE
PROCEDURES

Course Outline and Syllabus

Board Policy No.: 3358:11-2-31

PROCEDURES:

1. Current course outline and syllabus templates, which follow the format required by the Office of the Provost, can be found on the Curriculum Committee website.
2. Course Outline: The course outline is a general description of the course and contains the following information:

- Owens Logo
- Course Outline
- Program Name:
- Course Name:
- Course Number:
- Credits:
- Contact Hours:
- Catalog Description:
- Prerequisites/Co-Requisites:
- Potential Textbooks or Other Resource Material
- Course Outcomes:
- Student Learning Outcomes:
- Course Content with Tentative Timetable
- Prepared by: Date:

3. Course Syllabus: The syllabus is a detailed description of the course and contains the following information:

- Owens Logo
- Course Syllabus
- Program Name:
- Course Name:
- Course Number:
- Credits:
- Contact Hours:
- Instructor's Name:
- Office Hours & Location
- Campus Phone:
- Campus E-mail:
- Additional contact Information
- Catalog Description:
- Prerequisites/Co-Requisites:
- Current Textbooks, Materials, Equipment (software/hardware requirements):
- General Information: For information on FERPA, Cheating and Plagiarism, Assessment of Student Learning Outcomes and Student Code of Conduct, please

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refer to the appropriate section of the current Owens Community College Catalog online.

Course Outcomes:

Student Learning Outcomes:

Grading Procedure:

Specific Course Rules:

Disability Services: If you have a disability or acquire one, you may be entitled to receive individualized services and/or accommodations intended to assure you an equal opportunity to participate in an benefit from the program. To receive more information or to apply for services, please contact the Office of Disability Services in Alumni Hall 103 at 567-661-7007 or email disability@owens.edu.

Student Code of Conduct: All students are expected to follow Owens Community College's Student Code of Conduct. If you are unfamiliar with the code, it can be found at https://www.owens.edu/student_services/code_conduct.html

Miscellaneous Information:

Resources:

Assignment Calendar

Disclaimer:

Effective: June 20, 2006

These procedures were reviewed by the Academic Standards Committee for implementation through the Office of the Provost.

Any changes to the procedures must be submitted to the Board Secretary for President's Cabinet review.

These procedures conform to the POLICY approved by the Board of Trustees on May 9, 2006, and said policy has been filed with the State of Ohio Electronic Rule Filing with the policy effective date of June 20, 2006.

01-28-13 ASC reviewed and amended to align with the Syllabus Template which was previously approved by the Curriculum Committee.