COURSE OUTLINES AND SYLLABI

Instructors must turn in a copy of their course outline to the Vice President for Student Learning.

See following page for procedure.

Adopted August 14, 1969
Adopted September 10, 1987
Revised March 26, 1988
Reformatted May 5, 2010
COURSE OUTLINES AND SYLLABI

Instructors must turn in a current copy of their course outline to the Vice President for Student Learning within four (4) weeks of the start of class.

Course outlines should follow the format established by the Curriculum Committee. See attached form, “Minimum Requirements for Course Outline/Syllabus” dated 5/13/96.

Adopted August 14, 1969
Approved September 10, 1987
Revised March 26, 1998
Reformatted May 5, 2010
Minimum Requirements For Course Outline/Syllabus

☐ WESTERN WYOMING COMMUNITY COLLEGE
☐ COURSE OUTLINE/SYLLABUS
☐ DATE (SEMESTER/YEAR)
☐ COURSE NUMBER/NAME
☐ CREDITS
☐ INSTRUCTOR
☐ REQUIRED TEXTBOOKS AND/OR MATERIALS
☐ PREREQUISITES FOR A COURSE
☐ TRANSFERABILITY
☐ COURSE DESCRIPTION - (Must be same as catalog description)

☐ WWCC GOALS FOR STUDENT SUCCESS (ASSESSMENT GOALS)
  - COMMUNICATE COMPETENTLY
  - RETRIEVE INFORMATION
  - SEE ISSUES FROM MULTIPLE PERSPECTIVES
  - SOLVE PROBLEMS
  - DEVELOP LIFE SKILLS

Western Wyoming Community College has identified five major goals for student success in order to assist students in developing abilities that will help prepare them to succeed in the world today and meet the challenges of the future. These goals are addressed in courses across the curriculum at WWCC and methods for instruction and assessment are varied. (The goals taught within the course should be described.)

☐ METHODS OF INSTRUCTION

☐ METHODS OF EVALUATION - (Attendance Policy, Grading Policy, etc.)

☐ MAJOR UNITS OF STUDY OR SCHEDULE - What will be taught in the class? Some syllabi include a timetable.

☐ CHANGES TO THE SYLLABUS - A phrase such as the one in italics allows you to make changes if necessary. The above schedule and procedures in this syllabus/outline are subject to change in the event of extenuating circumstances.

☐ STUDENTS WITH SPECIAL NEEDS - The following phrase indicates the instructor's awareness of students with special needs. Students who qualify for specific accommodations under the Americans With Disabilities Act (ADA) should notify the instructor the first week of class. It is the student's responsibility to inform the instructor of his/her needs and to provide the necessary documentation to the director of the Student Development Center before any classroom accommodations can be made.

5/13/96