

**Syllabus Template Guide**

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| Requirement Status | Checklist | Description |
| Please use this as a guide when completing your syllabus | | |
| NTC Requirement | * Organization Name | Northcentral Technical College (not NTC) |
| HLC Evidence | * Course Title * Course Number * Section Number * Total Credits/Hours * Semester/Year | Needs to match WIDS and PeopleSoft |
| HLC Evidence | * Mode of Delivery * Meeting Dates/Times/Location * Course Description * Pre/Co Requisites * Textbook(s) * Learner Supplies * Technology Requirements | * Face-to-Face, Online, Blended, Hybrid, Clinical, Field, Lab, Etc Explain how Canvas will be used– i.e. learning plans, grade center, resources, homework, etc. * Needs to match WIDS and Peoplesoft * Verify correct edition of textbook * List specific clothing and equipment needed |
| NTC Requirement | * Instuctor Information | * Instructor Name * Email * Office Phone (not required of adjunct) & Location * Preferred communication method * Starfish Usage |
| HLC Evidence | * Office Hours/Student Connect | * Remember that you can use Blackboard Collaborate to hold office hours for students who are not on your campus. |
| HLC Evidence | * Course Competencies | * From WIDS (you don’t need the criteria, just the competencies) |
| HLC Evidence | * Course Schedule | * What will be studied each week (competencies, objectives) * Due dates for each assignment/learning plan * Dates of major assessments—bold * Specific to each class, not generic |
| HLC Evidence | * Student Effort | “In order to successfully meet the requirements of this course, you should expect to invest approximately \_\_\_\_\_ hours of outside effort for every \_\_\_\_\_\_\_ hour of instruction.” **SEE TABLE AT BOTTOM OF DOCUMENT** |
| NTC Requirement | * Grading Expectations | Students should typically receive instructor feedback on assessed activities submitted for grading within ## days/hours of the respective assessment’s due date. Such feedback may be delayed in the case of unique or unforeseen circumstances or when denoted as such within the specific assessed activity. |
| NTC Requirement | * Grading Scale | Choose one of three options as designated by your program. All instructors in program should have exact grading scale |
| NTC Requirement | * Breakdown of Grade/ Assessment information | Example: *Quizzes 10%, Discussions 20% or Quizzes 10 points each, Discussions 20 points each* |
| NTC Requirement | * Attendance * Late Work * Campus Closure due to Weather * Personal Electronic Device Use | * Optional * Optional |
| HLC Evidence | * Program Outcomes | * From PS |
| Required if Applicable | * External Standards | * (Such as nursing or automotive state/national standards) |
| HLC Evidence | * Soft Skills | * List all soft skills being assessed within course |
| NTC Requirement | * NTC Support Resources | * Link to NTC Website for addition General Syllabus Information |
| NTC Requirement | * Course Revisions | * As applicable |

*NOTE: All college-wide and student resources will be located on the NTC web site located in the Student Portal,* [https://www.ntc.edu/students/handbook](https://www.ntc.edu/students/syllabus)*. This will ensure that the information is current and continuously updated.*

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| Type of Credit Hours: Student Outside Effort |
| Type A - Lecture: 2 hours outside effort for every hour of direct instruction |
| Type B - Lab: 1 hour outside effort for every 2 hours of instruction |
| Type C - Clinical/Shop: None |
| Type D - Simulated or Actual Occupational Experience: None |

For Example:

1cr lecture course: 18hrs (instruction) + 36 hrs (outside class effort) = 54 hrs/1 cr.

