

**Syllabus Template Guide**

|  |  |  |
| --- | --- | --- |
| 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.*

|  |
| --- |
| 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.

