



FACULTY COURSE AND SYLLABUS CHECKLIST

Instructor: _____ **Course:** _____

Division: _____ **Semester:** _____

In accordance with evaluation procedures, the instructor will provide copies of a course syllabus for each course taught every semester. These syllabi are housed in the Academic Divisions and with the Associate Dean. The primary purpose of the checklist is to verify that the required content is present in the syllabus. The completed checklist will be used as a cover sheet when submitting your syllabus to the Academic Dean, as specified in the Collective Bargaining Agreement. Syllabi must be ready for distribution to students on the first day of class. If you are unable to complete items on the checklist, please explain in the comments section.

Check off when complete	
	Syllabus follows required campus template and all areas are complete.
	Syllabus is consistent with the common syllabus for this specific course.
	Syllabus is free of grammatical errors and communicates in simple, clear language.
	Syllabus under Course Materials lists all the required and recommended learning resources and their location, if applicable, including textbooks, power point presentations, references, practice quizzes, study guides, interactive exercises, etc.
	Syllabus under Course Objectives lists all general course objectives. Objectives must be attainable, measureable and start with an action verb such as define, classify, choose, compare, or design. For other examples, visit http://www.odu.edu/educ/roverbau/Bloom/blooms_taxonomy.htm
	Syllabus under Course Evaluation clearly explains instructor's expectations regarding grading, including course grading scale and point distribution for all categories of assessment such as assignments, exams, projects, and papers.
	Syllabus under Attendance includes course policy on attendance and tardiness, if applicable, and specifies the repercussions of student absenteeism and/or tardiness. For an online syllabus, faculty states the frequency of the faculty and student participation in the course.
	Syllabus under Course Calendar clearly lists the expectations of the work timeline for the course including weekly topics, assignments, exams and their respective due dates. Syllabus states if you plan to include pop quizzes and/or other unscheduled assignments. The course calendar/outline may be listed as tentative and subject to change.
	Syllabus under Outcomes Assessment Alignment has aligned the general course objectives with the appropriate program, degree, or division outcomes and the 8 Institutional Abilities.
	The Phase IV Outcomes Assessment form was completed for this course during the last semester it was taught.
	The information from the Phase IV Outcomes Assessment form from the previous semester was used to improve my teaching and/or design of this course.

COMMENTS:

SYLLABUS TEMPLATE

INSTITUTION: Great Falls College Montana State University

COURSE TITLE:

COURSE NUMBER:

NUMBER OF CREDITS:

SEMESTER/YEAR:

INSTRUCTOR:

Phone:

Email:

Office Hours:

I. COURSE DESCRIPTION:

II. COURSE MATERIALS:

III. COURSE OBJECTIVES:

IV. COURSE OUTLINE:

V. COURSE CALENDAR

This schedule is subject to change at the discretion of the course instructor to accommodate instructional and/or student needs.

VI. COURSE EVALUATION:

VII. MIDTERM GRADES:

A midterm grade will be posted using the letter grade scale or "S,U or NA". Some instructors will use the traditional letter grades as well "A, A-, B+, B, B-,C+, C, C-, D+, D, D- and F or P (Pass)".

S - Satisfactory Progress

U - Unsatisfactory Progress

NA - Not Applicable

Please talk to the instructor if you have any questions regarding your midterm grade. The midterm grade isn't posted to your official transcript.

VIII. STUDENT SUCCESS ALERT:

This course is participating in the Student Success Alert program designed to support students in their Great Falls College MSU experience. You are encouraged to approach your faculty member directly if you are experiencing any challenges related to the class or any other aspect of your college life. As a student, you may receive an Alert notice via email (D2L, college or personal) or phone call at any point during the semester from the Advising & Career Center if the faculty member teaching the course has concerns about your class attendance, academic performance, or any other issue related to your success as a student.

IX. ATTENDANCE AND TARDINESS:

210.1 ATTENDANCE & NO SHOW

Attendance Policy

Great Falls College recognizes the correlation between attendance and both student retention and achievement. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course.

Class attendance and/or participation is required in all courses, regardless of the method of delivery (face-to-face, hybrid, or online) and students are expected to attend all class sessions for which they are registered. Instructors may establish absence policies at their own discretion within their courses to conform to the educational goals and requirements of their courses; however, policies will be clearly detailed in the course syllabus, which must be provided to each student enrolled in the course. It is the responsibility of the student to arrange make up work missed because of legitimate class absences and to notify the instructor when an absence will occur. The instructor determines the effect of the absences on grades.

For Financial Aid purposes, faculty are required to take attendance in order to report a last known date of attendance for any student receiving a failing final grade.

No Show Policy

In order to receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course. In a distance learning course, initial student attendance is determined by course participation as measured by accessing and using course materials, completion of a class assignment, participation in a course discussion, or other evidence of participation.

Students, who enroll in a course but do not attend a minimum of one class meeting or the distance learning equivalent by the end of the 15th day of fall and spring semesters, (this deadline is pro-rated for the summer term(s)) will be administratively deleted from the course by Great Falls College administrative personnel. This process will only be carried out after proof of multiple attempts to contact the student is documented by faculty.

Students, who do not attend a class prior to the end of the 15th day of fall and spring semesters, (this deadline is prorated for the summer term(s)) and do not drop themselves from the course will not receive a refund of tuition in the course and will not be allowed to attend/participate in the class or submit assignments. Failure to attend or participate in a course will adversely impact a student's financial aid award and bill with the college.

Please see the link below for more information and the entire policy. http://www.gfcmsu.edu/about/PoliciesProcedures/200/210_1_Attendance_and_No_Show_April_2013_001.pdf

X. ACCOMMODATIONS

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Kathy Meier., M. Ed., Director of Disability Services, in R 261, or call 406-771-4311 to schedule an appointment.

XI. ACADEMIC SUCCESS CENTER

The Academic Success Center helps students successfully complete their courses by providing free tutoring to GFC MSU students in a variety of areas, including writing, math, science, accounting, and computers. The Academic Success Center also helps students improve their study skills. No appointment is necessary. Tutoring is available on campus in R263 and online. For more information, including a current tutoring schedule, go to www.gfcmsu.edu/students/LearningCenter or call 406-771-5121.

XII. PLAGIARISM AND ACADEMIC INTEGRITY

300.14 ACADEMIC HONESTY

The integrity of the academic process requires credit be given where credit is due. Accordingly, it is academic misconduct to present the ideas or works of another as one's own work, or to permit another to present one's work without customary and proper acknowledgment of authorship. Students may collaborate with other students only as expressly permitted by the instructor. Students are responsible for the honest completion and representation of their work, the appropriate citation of sources and the respect and recognition of others' academic endeavors.

300.42 DESCRIPTIONS AND EXAMPLES

D. Plagiarism

This is presenting the work of another as one's own without proper acknowledgment.

Examples of plagiarism include submitting as one's own work the work of another student, ghost writer or commercial writing service; directly quoting from a source without acknowledgment; paraphrasing or summarizing another's work without acknowledging the source; or using facts, figures, graphs, charts or information without acknowledging the source. Plagiarism may occur orally or in writing and may involve computer programs and files, research designs, distinctive figures of speech, ideas and images or any other information that belongs to another person and is not acknowledged as such. Inadvertent or unintentional misuse or appropriation of another's work (such as relying heavily on source material that is not expressly acknowledged) is still considered plagiarism.

Please see the link below for more information and the entire policy. http://www.gfcmsu.edu/about/PoliciesProcedures/300/300_STUDENT_CONDUCT_AND_GRI_EVANCE_002.pdf

XIII. OUTCOMES ASSESSMENT ALIGNMENT

Course Objectives	Aligns with the Following Program/ Degree/Division Outcomes	Type of Course Objective: <i>Introductory, Reinforce, or Emphasize</i>	Assessment Tool Used to Determine if Course Objective Has Been Achieved	Great Falls College MSU Abilities

GFC MSU – Eight Abilities:

Revised July 2014

The faculty and staff of Great Falls College MSU have deemed the following abilities to be central to the personal and professional success of all graduates:

A1 – Communication: The ability to utilize oral, written, and listening skills to effectively interact with others.

A2 – Quantitative Reasoning: The ability to understand and apply mathematical concepts and models.

A3 – Inquiry and Analysis: The ability to process and apply theoretical and ethical bases of the arts, humanities, natural and social science disciplines.

A4 – Aesthetic Engagement: The ability to develop insight into the long and rich record of human creativity through the arts to help individuals place themselves within the world in terms of culture, religion, and society.

A5 – Diversity: The ability to understand and articulate the importance and influence of diversity within and among cultures and societies.

A6 – Technical Literacy: The ability to use technology and understand its value and purpose in the workplace.

A7 – Critical Thinking: The ability to understand thinking that is responsive to and guided by intellectual standards such as relevance, accuracy, precision, clarity, depth, and breadth.

A8 – Effective Citizenship: The ability to commit to standards of personal and professional integrity, honesty, and fairness.