



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 College Learning Outcomes.
	The Student Outcomes Assessment form (Phase IV) was completed for this course during the last semester it was taught.

Check off when complete	
	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: Click or tap here to enter text.

COURSE NUMBER: Click or tap here to enter text.

NUMBER OF CREDITS: Click or tap here to enter text.

SEMESTER/YEAR: Click or tap here to enter text.

INSTRUCTOR: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Office Hours: Click or tap here to enter text.

I. COURSE DESCRIPTION:

Click or tap here to enter text.

II. COURSE MATERIALS:

Click or tap here to enter text.

III. COURSE OBJECTIVES:

Click or tap here to enter text.

IV. COURSE OUTLINE:

Click or tap here to enter text.

V. COURSE CALENDAR:

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

Click or tap here to enter text.

VI. COURSE EVALUATION:

Click or tap here to enter text.

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

X - Not Attending

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

Click or tap here to enter text.

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:

Click or tap here to enter text.

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/policies/PDF/200/210_1.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, anatomy and physiology, chemistry, accounting, computers and more. The Academic Success Center also helps students improve their study skills, holds academic events intended to help student performance and increase student success. No appointment is necessary. Tutoring is available on campus in R263 and online. For more information, including a current tutoring schedule, go to <http://students.gfcmsu.edu/asc>, email us at academicsuccess@gfcmsu.edu, 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.gfcmu.edu/about/policies/PDF/300/300.pdf>

XIII. ESSENTIAL ACTION TOOLS (EAT)

Great Falls College MSU recognizes the correlation between student financial health and student academic success. Student financial health includes adequate resources to pay for tuition, fees, books, and school supplies but also for basic needs including money for rent, food, transportation, utilities, daycare and other essential necessities. The college encourages you to use the essential needs emergency resources list located at the following Essential Action Tools website: <http://students.gfcmu.edu/eat/index.html>

Additionally, we encourage all students to check into the Essential Action Tools resources located in your D2L course list. All students are enrolled in this resource course. Here students will find great cost savings ideas for living on a limited budget. Also, check-out all the programs in the community that provide discounted or free of charge food, housing, childcare, transportation, utilities, and other essential needs.

XIV. 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 College Learning Outcomes

GFC MSU – College Learning Outcomes:

All graduates will engage in learning activities that enhance their professional and personal lives, as well as their communities. During their academic careers at Great Falls College Montana State University, students will engage in learning activities that demonstrate:

CLO 1 – Effective Communication: The active expression and exchange of ideas through listening, speaking, reading, writing or other modes of non-verbal or artistic expression.

CLO 2 – Technical Literacy: The ability to form strategies to locate, evaluate, and apply information, and know the ethical issues surrounding information and technology.

CLO 3 – Critical Thinking and Quantitative Reasoning: The ability to analyze data, arguments, assumptions, and problems in order to draw conclusions.

CLO 4 – Workforce Readiness: The ability to exercise the skills, competencies and behaviors necessary to succeed in the workplace or at a transfer institution.

CLO 5 – Citizenship: The ability to apply the knowledge, skills and values individuals utilize to be effective, active citizens.