

COURSE OUTLINE/SYLLABUS POLICY



Common course outlines that are departmentally developed and approved by the Academic Affairs and Standards Council shall belong to the college. A course syllabus is a scholarly work and as such is the sole property of the faculty member. Upon request, the faculty member shall provide a copy of the syllabus to the administration.

All changes in approved course outlines must be approved by the Academic Affairs and Standards Council. After approved changes have been made, an **electronic copy of the revised course outline must be submitted to the Academic Affairs staff person for the master file.** The course outline master file must always reflect the most current course outline and that version is the one that is given to each student at the first class session.

All course outlines must include the following information:

1. Course title
2. Course number
3. Course credits
4. Academic program
5. Course description
6. Text and references required
7. Course outcomes
8. Assessment of student performance
9. Course evaluation
10. Special accommodations notification

Dissemination of Course Syllabi:

Part 1. Dissemination to Students. Common practice shall be to distribute a course syllabus at the first course meeting. Under exceptional circumstances the syllabus may be distributed after the first course meeting, but no later than the end of the drop/add period for the course. For online or web-enhanced courses that do not meet during the drop/add period, the syllabus shall be posted online no later than 24 hours prior to the end of the drop/add period for the course.

Part 2. Dissemination to College Administration. A faculty member shall, upon request, provide a copy of the current course syllabus to the administration within 3 days of the request. Provision of syllabi to the administration under this procedure does not constitute a release of the intellectual property rights of the faculty."

Instructors not complying will be in violation of College policy and subject to disciplinary action as set forth in the MSCF bargaining agreement.

Course descriptions from the course outlines are available on the ATC website located at www.anokatech.edu.

CREDIT COURSE IDENTIFICATION SYSTEM

Abbreviations	Abbreviation Designations
ACCT	Accounting
ADSC	Administrative Support Careers
ARCH	Architectural and Construction Technology
AUTO	Automotive Technician
BIOL	Biology
CEST	Construction Estimating
COMP	Computers
COTA	Occupational Therapy Assistant
ELEC	Construction Electrician
EMED	Emergency Medical Services
ENGL	English
ETEC	Electronics
HLTH	Health Core
HORT	Horticulture Technology
IRRI	Irrigation (part of Horticulture Technology program)
ITEC	Information Technology Management
LNSC	Landscape (part of Horticulture Technology program)
MACH	Machine Trades
MAST	Medical Assistant
MATH	Math
MECH	Mechanical Drafting and Design
NURS	Practical Nursing
PLMB	Plumbing Technologies
PSYC	Psychology
SMGT	Supervisory Management
SPCH	Speech
SURG	Surgical Technology
TURF	Turf (part of Horticulture Technology program)
WELD	Welding Technology

All hour-based courses will be preceded by the letters HB.

Policy reviewed and approved by Academic Affairs and Standards 1/21/09.

This information is available in alternative formats by calling (763) 576-4700. TTY users can call Minnesota Relay at (800) 627-3529. Anoka Technical College • (763) 576-4700 • 1355 West Highway 10, Anoka, MN 55303 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator.