

Polk State College Procedure

Subject	Reference	Date	Number
Communicating Course Information to Students	DBOT 2.03	1/25/11	1001

I. Purpose

The purpose of this procedure is to provide guidelines for directly communicating to students the standards, content, course topics, course objectives, and overall course expectations for each course offered by the College. There are two documents for communicating course information: the *Basic Course Information* (BCI) document and the *Course Syllabus*. The BCI document contains information that is common to all sections of a particular course. The *Course Syllabus* contains information that pertains to individual sections of a course. The *Course Syllabus* information may vary by professor, unless otherwise determined departmentally.

II. Procedure

A. BCI Documents and Course Syllabi:

The College supports and embraces academic freedom and integrity, and provides for the right of all faculty members to establish classroom policies that create an environment that fosters student success. Faculty teaching in programs that are required by law, statute, or accrediting body to verify attendance shall include the attendance verification policy in their syllabi.

Faculty members shall provide each student who is officially enrolled in a credit or college preparatory course with an official *PSC Basic Course Information* document (BCI) for the given course the professor teaches at the first class meeting. Because the BCI documents are all online, faculty who teach in multimedia classrooms may elect to review the course BCI online with students on the first day of class rather than hand them each a hard copy; this may be done *as long as* the *Course Syllabus* contains the URL to the BCI so that students can review the information provided therein as needed. The BCI document provided for each course shall follow a standard format and shall include (at a minimum) the information listed below in the order given.

Faculty shall also provide each student who is officially enrolled in a credit or college preparatory course with a *Course Syllabus* at the first class meeting for each course the professor teaches. All course syllabi shall include (at a minimum) the information listed below. The format of the syllabus shall be at the discretion of the faculty member.

In general, BCI documents include information that is common to all sections of that particular course; the *Course Syllabus* contains information that pertains to an individual section and *Course Syllabus* will vary by professor.

B. Approval and Record Retention of Course Documents

1. Each BCI document shall initially be approved by the Academic Quality Council (AQC), and shall then be located on the College BCI website. Requests to change BCI documents are made through the department coordinator or program director, and then forwarded to the academic and district deans. The *AQC Handbook* delineates the types of changes that must be approved by the AQC and the types of

changes that can be facilitated by the academic and district deans. The District Office shall maintain files of the current BCI documents for all courses. In addition, the District Office shall maintain a “historical file” of all BCI documents used at the College for three (3) years.

2. A copy of the *Course Syllabus* for each course taught by a professor shall be submitted electronically to the appropriate academic dean’s office by the end of the first week of class during each semester. Each academic dean’s office shall maintain the files of the course syllabi for all courses offered at the campus for one year.

C. Exceptions for Course Documents:

1. For courses taught by distance learning:
All information required in the BCI document and *Course Syllabus* shall be posted to the appropriate course website and shall be accessible to the student no later than one week prior to the first official day of the class.
2. For courses that are part of vocational or technical programs:
In vocational or technical programs in which the career-specific content is essentially self-contained and student progression follows a “cohort” model, all information required in the BCI document may be included in the comprehensive *Program Guide* or *Course Syllabus Guide* provided to each program student.

NOTE: In both situations listed above, approval from the appropriate Academic Dean is required prior to the publication of material for use by students.

D. The BCI Document: Required Information:

1. **GENERAL COURSE AND COLLEGE INFORMATION:**
The following information shall be inserted in this section:
 - a. The College’s name
 - b. The Course prefix and number and the course title
 - c. The Lakeland Campus Academic Dean, the location of his/her office, and the telephone number
 - d. The Winter Haven Campus Academic Dean, the location of his/her office, and the telephone number
2. **CREDIT HOURS, PREREQUISITES, AND COURSE DESCRIPTION:**
This information shall be copied verbatim from the current *PSC Catalog*.
3. **PSC MISSION AND CORE OUTCOMES:**

One of the following paragraphs derived from the PSC Mission Statement shall be inserted. The appropriate paragraph shall identify either the General Education outcome areas or Associate in Science (A.S.) degree program outcome areas upon which the course is based.

For Associate of Arts (A.A.) degree program courses (both General Education courses and AA electives) the following statement shall be inserted:

[Polk State College is a quality-driven educational institution providing access to affordable associate and baccalaureate degrees, career certificates, and workforce development programs, delivered by diverse, qualified faculty and staff who are committed to student learning and achievement through consistent practice of collaboration and focus on excellence. In line with this purpose, PSC's General Education courses develop competence in the areas of 1) Communication, 2) Critical Thinking, 3) Scientific and Quantitative Reasoning, 4) Information Literacy, 5) Diversity, 6) Culture, 7) Ethics, and 8) Social Responsibility. Students should review the *PSC Catalog* for a complete description of these outcomes. A primary focus of this course is the development of competencies related to the areas of . . .]

This statement can be completed following the example given below.

Example:

3. Scientific and Quantitative Reasoning

Apply mathematical and scientific principles and methods to solve abstract and real world problems.

4. Information Literacy

Demonstrate the ability to access, evaluate, incorporate, organize, and document information.

For A.S. degree program courses and other workforce-related courses, the following statement shall be inserted:

[Polk State College is a quality-driven educational institution providing access to affordable associate and baccalaureate degrees, career certificates, and workforce development programs, delivered by diverse, qualified faculty and staff who are committed to student learning and achievement through the consistent practice of collaboration and focus on excellence. In line with this purpose, PSC's [insert degree program by name] develops competence in career areas. A primary focus of this course is the development of competencies related to the areas of . . .]

This statement can be completed by listing the program outcomes that apply to the course.

4. **COURSE OBJECTIVES:**

In this section, course objectives shall be listed. For AA degree program courses, this section shall identify the General Education Course Outcome(s) which apply to the objective, if applicable. For AS degree program and other workforce-related courses, this section shall identify the Program Outcome(s) which apply to the objective, if applicable.

*Note: Each General Education Outcome or Program Outcome listed in the **PSC MISSION AND CORE OUTCOMES** section must be linked to at least one course objective; however, every Course Objective does not need to be linked to a General Education or Program Outcome.*

5. **COURSE CONTENT:**

This section shall provide a general outline or topic schedule for the course.

6. **TEXTBOOK AND OTHER REQUIREMENTS:**

In this section, the following statement shall be inserted:

[Textbook information is provided in the course syllabus, at the campus bookstore, and on the campus bookstore website at: www.efollett.com.]

7. **THE GORDON RULE:**

a. For all A.A. degree program courses, the following paragraph shall be inserted:

[The Gordon Rule, State Rule 6A-10.30, requires each AA degree program student to complete six credits of college-level mathematics; taking the appropriate General Education mathematics courses will satisfy the mathematics portion of the requirement.

In addition, State Rule 6A-10.030 requires each AA degree program student to complete six semester hours of English and six semester hours of additional courses in which the student demonstrates college-level writing skills through multiple assignments. Because PSC uses a "Writing across the Curriculum" approach to meeting the writing requirement, in addition to the required composition courses, any of the required Social Sciences and Humanities courses will fulfill this writing requirement.]

- i. If the course is ENC 1101 or ENC 1102, the following statement shall be inserted:

[This course provides an intensive focus on writing. Students should expect frequent writing assignments throughout the course.]

- ii. If the course is a General Education course in Literature, the Social Sciences, or the Humanities, the following statement shall be inserted:

[This course provides emphasis on writing. Students should expect a variety of writing assignments of varying lengths.]

- iii. If the course is a General Education course in Mathematics or Science, or it is an AA degree program course that is not included in the General Education curriculum, the following statement shall be inserted:

[This is not a *Gordon Rule* writing course, but it may include writing assignments as a part of course requirements.] A minimum grade of *C* is required for all courses used to fulfill the Communications and Mathematics areas of the General Education requirements.

- b. For all A.S. degree program courses and other workforce-related courses, the following statement shall be inserted:

[This is not a *Gordon Rule* course.]

8. STUDENT HELP:

In this section, the following statement shall be inserted:

[The professor is available for help during posted hours and by appointment during other non-class hours. Students are encouraged to seek assistance from the professor. To further the educational process, the campus Learning Resources Centers, comprised of the Teaching/Learning and Computing Center (TLCC) and library, are available for student use. Each resource provides qualified staff and up-to-date equipment and facilities to promote students' academic success. The TLCC provides tutoring services, computing resources, and other instructional support. The library provides information resources, individual and group study space, research assistance, information literacy instruction, and computing resources. Each facility provides free wireless access to the Internet. PSC Library and TLCC hours of operation and tutoring schedules are posted at each facility and on the PSC website.]

9. WITHDRAWING FROM A COURSE:

In this section, the following statement shall be inserted:

[Students may officially withdraw from course(s) during any given term, provided they follow the appropriate policy and procedure. Following the conclusion of the Drop/Add Period, a student may officially withdraw without academic penalty from any credit course, provided he or she has submitted the appropriate forms to the Student Services Office no later than the published deadline. The published deadline reflects approximately (but no more than) 70% of the term, based upon the course's scheduled duration. It is the student's responsibility to submit these withdrawal forms; failure to do so may result in a grade of *F* in the course. Under the *Forgiveness Policy*, a student is allowed only three attempts in any one course: one initial enrollment and two repeats. A student is not allowed to withdraw from a third course attempt. If a student stops attending class, the grade earned, usually an *F*, is assigned and posted. Prior to withdrawing from a course, the student should consult with the Financial Aid Office to determine what impact, if any, withdrawal from the course will have on his or her financial aid status. A student cannot use course withdrawal to avoid academic dishonesty penalties. A student who has been penalized for academic dishonesty in a course is not eligible to withdraw from the course.]

10. REPEATING A COURSE:

In this section, the following statement shall be inserted:

[Under the *Forgiveness Policy*, a student is allowed only three attempts in any one college credit course: one initial enrollment and two repeats. Under certain circumstances, a student may petition to repeat a credit course beyond the three attempts. The student should be aware that repeating a course may result in a higher course cost. A course cannot be repeated unless the previously earned grade is a *D*, *F*, or *W* (the *PSC Catalog* provides further details regarding this process). Prior to repeating a course, the student should consult with the Financial Aid Office to determine what impact, if any, repeating the course will have on his or her financial aid status.]

11. ACADEMIC DISHONESTY:

In this section, the following statement shall be inserted:

[Each student is responsible for his or her work. It is assumed that each student is honest and will abide by this standard; however, in the event that there is an indication or suspicion of cheating/plagiarism, the situation shall be dealt with in accordance with the published College policy. Copies of this policy are available in the Student Services Office.] Students should also refer to the *Course Syllabus* for more specific information.

12. INFORMATION TECHNOLOGY ACCESS/USE POLICY:

In this section, the following statement shall be inserted:

[All individuals who employ the information technology resources provided by Polk State College (this includes, but is not limited to, telephones, computers, the PSC Local Area

and Wide Area Networks, and the Internet) must use these resources for academic purposes only. Use of these resources is a privilege, not a right. Inappropriate use can result in revocation or suspension of this privilege.]

13. EQUAL ACCESS/ OPPORTUNITY:

In this section, the following statement shall be inserted:

[Polk State College is an equal access, equal opportunity institution committed to excellence through diversity in education. The College complies with all state and federal laws granting rights to applicants for admission to the College. Polk State College is committed to the equitable treatment of all students in a learning environment free of discrimination and harassment. Polk State College's Equity Officer ensures compliance with federal and state laws prohibiting discrimination and sexual harassment. Students who believe they have been a victim of discrimination or sexual harassment should contact the Polk State College Equity Officer: Ms. Valparisa Baker at 863-292-3602 or vbaker@polk.edu].

14. EQUAL OPPORTUNITY FOR STUDENTS WITH DISABILITIES:

In this section, the following statement shall be inserted:

[The college complies with Americans with Disabilities Act and provides equal educational opportunity for qualified individuals. A student with a disability who requires special accommodations or auxiliary aids under *The Americans with Disabilities Act* (ADA) should contact the Student Services Office on either campus and speak with the Coordinator of Academic Advising.]

15. DEPARTMENTAL POLICIES:

When applicable, departmental policies such as attendance policies, grading scales, and evaluative criteria that apply to all sections of the course may be inserted in this section.

E. Syllabus Information:

1. Required Information

a. General Course Information:

This section shall contain the:

- Course title and number, and section number
- Semester for the course offering
- Class meeting days and times, and the classroom number(s)

b. Instructor Information:

This section shall contain the name of the instructor, his/her PSC telephone number

and office location, the instructor's PSC e-mail address, and the posted office hours for the instructor.

- c. Textbook Information:
This section shall include the title(s), author(s), and edition(s) of all required texts, as well as any other required materials.
- d. Attendance Policy
- e. Work Missed (policies for making up missed work)
- f. Evaluative Criteria (the instructor's grading policy)
- g. Withdrawal Deadline
- h. Academic Dishonesty Policy (including penalties)
- i. Course Calendar:
This section shall include:
 - A tentative schedule of topics
 - A tentative schedule of tests
 - The due dates for major assignments
- j. Final Exam time and date

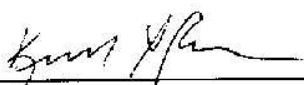

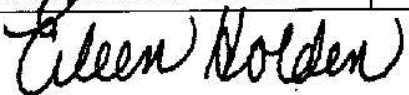
2. Suggested Information

The following information may also be included at the instructor's discretion:

- a. Description of major assignments
- b. Instructional methods
- c. Supplementary readings or course reserve readings at the library
- d. Additional resources such as websites, etc.
- e. Tips and strategies for success
- f. Any additional administrative and academic policies that pertain to the class.

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Distribution: All Holders of PSC Procedure Manual
 All Faculty

	1/25/11		1/25/11
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
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President's Approval			Date