Wharton County Junior College

Administrative Master Syllabus

Purpose: It is the intention of this Administrative Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title:	
Course Prefix & Number:	
Division & Department:	

Course Type	
	Academic General Education Course (from ACGM, but not WCJC Core)
	Academic WCJC Core Course
	WECM Course
	This course is a Special Topics or Unique Needs Course.

Semester Credit Hours (SCH): Lecture Hours: Lab/Other Hours _____:_____:_____

Equated Pay Hours:_____

Catalog Course Description:

Pre-Requisites:

Co-Requisites:

List Lab/ Other Hours
Lab Hours
Clinical Hours
Practicum Hours
Other (List)

	Signature	Date
Prepared by:		
Department Head:		
Division Chair:		
Dean/VPI:		
Approved by CIR:		

I. Topical Outline: Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical, or other non-lecture instruction).

_____

II. Course Learning Outcomes

Learning Outcomes: Upon successful completion of this course, students will:	Methods of Assessment:

III. Required text(s), optional text(s) and/or materials to be supplied by the student:

IV. Suggested course maximum: _____

V. List any specific or physical requirements beyond a typical classroom required to teach the course.

VI. Course Requirements/Grading System—Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

VII. Curriculum Checklist

    Academic General Education Course (from ACGM-but not in WCJC core)

- No additional documentation needed.

    Academic WCJC Core Course. Attach the Core Curriculum Review Forms.

        Critical Thinking

        Communication

        Empirical & Quantitative Skills

        Teamwork

        Social Responsibility

        Personal Responsibility

    WECM Course

- If needed, revise the Program SCANS Matrix and Competencies Checklist.