

## MASTER AND INSTRUCTOR SYLLABI

### **I. Purpose**

It is essential for Western Dakota Technical College (WDTC) to set expectations to faculty and students regarding the outcomes for each course; therefore, all courses will have assigned Master and Instructor Syllabi. Instructors have the freedom and responsibility to pursue truth in teaching and learning through establishing individual course policies, evaluation methods, and teaching methods in accordance with the Master and Instructor Syllabi.

### **II. General Statement of Policy**

- A. Each course will have a Master Syllabus that serves as the roadmap for the semester by outlining the course content, learning outcomes, basic course expectations, required textbooks and supplies, and policies that are common across all sections of the course. Master Syllabi are developed by faculty members following a common template and are approved by the Curriculum Committee. All faculty members teaching the same course must adhere to the information described in the Master Syllabus.

Instructor Syllabi establish individual course policies, evaluation methods, and teaching methods in alignment with WDTC's commitment to academic freedom. They are created by the instructor of record for the course and section and allow for customization by individual instructors. Each Instructor Syllabus and the teaching methods described must contribute to students meeting the Course Learning Outcomes described in the Master Syllabus.

Expectations of student effort included in either the Master or Instructor Syllabi must comply with the accepted measurement of credit and student effort approved by WDTC. Instructors are required to provide both the Master and Instructor Syllabi to all students of a course either in print or electronic format on the first day of class.

All Master and Instructor Syllabi for each semester are saved on the WDTC shared drive and are uploaded to the syllabus tab of the course in My.WDT.

**III. Definitions - None**

**IV. Reporting Procedures - None**

**V. Dissemination of Policy and Training**

- A. This policy shall appear on the WDTC website on the policy page.
- B. The WDTC Faculty Handbook provides further instruction for faculty compliance with this policy.

Legal References: None

Board Approved 4/10/2018; Committee Reviewed 02/25/2020; Committee Reviewed 1/31/2022; Committee Reviewed 7/9/2024