

**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/<br>Other Hours |
|--------------------------|
| Lab Hours                |
| Clinical Hours           |
| Practicum Hours          |
| Other (List)             |

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

## Administrative Master Syllabus

**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**

| <b>Learning Outcomes: Upon successful completion of this course, students will:</b> | <b>Methods of Assessment:</b> |
|---|-------------------------------|
|   |                               |

**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.



**Core Curriculum Review Form**

Foundational Component Area: **Social & Behavioral Sciences** Course Prefix & Suffix: \_\_\_\_\_

Core Objective: **Critical Thinking Skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

*Student Learning Outcome supporting core objective:*

*For each core objective, there must be at least two different methods of assessment.*

| SLO Status   | Student Learning Outcome (SLO)                        | Learning Activity   | Assessment   |
|--|---|---|--|
| The SLO is:  | Insert SLO (from Administrative Master Syllabi) below | Provide a brief name and description of the sample learning activity: | Provide a brief name and description of the sample quiz, exam, rubric, assignment, etc. for assessing the objective: |
| <input type="checkbox"/> Existing<br><input type="checkbox"/> Revised<br><input type="checkbox"/> New<br><input type="checkbox"/> State Mandated |   |   |  |
| <input type="checkbox"/> Existing<br><input type="checkbox"/> Revised<br><input type="checkbox"/> New<br><input type="checkbox"/> State Mandated |   |   |  |
| <input type="checkbox"/> Existing<br><input type="checkbox"/> Revised<br><input type="checkbox"/> New<br><input type="checkbox"/> State Mandated |   |   |  |

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_



**Core Curriculum Review Form**

Foundational Component Area: **Social & Behavioral Sciences** Course Prefix & Suffix: \_\_\_\_\_

Core Objective: **Communication Skills**—to include effective development, interpretation and expression of ideas through written, oral and visual communication

*Student Learning Outcome supporting core objective:*

*For each core objective, there must be at least two different methods of assessment.*

| SLO Status   | Student Learning Outcome (SLO)                        | Learning Activity   | Assessment   |
|--|---|---|--|
| The SLO is:  | Insert SLO (from Administrative Master Syllabi) below | Provide a brief name and description of the sample learning activity: | Provide a brief name and description of the sample quiz, exam, rubric, assignment, etc. for assessing the objective: |
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| <input type="checkbox"/> Existing<br><input type="checkbox"/> Revised<br><input type="checkbox"/> New<br><input type="checkbox"/> State Mandated |   |   |  |
| <input type="checkbox"/> Existing<br><input type="checkbox"/> Revised<br><input type="checkbox"/> New<br><input type="checkbox"/> State Mandated |   |   |  |

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_



**Core Curriculum Review Form**

Foundational Component Area: **Social & Behavioral Sciences** Course Prefix & Suffix: \_\_\_\_\_

Core Objective: **Empirical and Quantitative Skills**—to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

*Student Learning Outcome supporting core objective:*

*For each core objective, there must be at least two different methods of assessment.*

| SLO Status   | Student Learning Outcome (SLO)                        | Learning Activity   | Assessment   |
|--|---|---|--|
| The SLO is:  | Insert SLO (from Administrative Master Syllabi) below | Provide a brief name and description of the sample learning activity: | Provide a brief name and description of the sample quiz, exam, rubric, assignment, etc. for assessing the objective: |
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| <input type="checkbox"/> Existing<br><input type="checkbox"/> Revised<br><input type="checkbox"/> New<br><input type="checkbox"/> State Mandated |   |   |  |
| <input type="checkbox"/> Existing<br><input type="checkbox"/> Revised<br><input type="checkbox"/> New<br><input type="checkbox"/> State Mandated |   |   |  |

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_



**Core Curriculum Review Form**

Foundational Component Area: **Social & Behavioral Sciences** Course Prefix & Suffix: \_\_\_\_\_

Core Objective: **Social Responsibility**—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

*Student Learning Outcome supporting core objective:*

*For each core objective, there must be at least two different methods of assessment.*

| SLO Status   | Student Learning Outcome (SLO)                        | Learning Activity   | Assessment   |
|--|---|---|--|
| The SLO is:  | Insert SLO (from Administrative Master Syllabi) below | Provide a brief name and description of the sample learning activity: | Provide a brief name and description of the sample quiz, exam, rubric, assignment, etc. for assessing the objective: |
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| <input type="checkbox"/> Existing<br><input type="checkbox"/> Revised<br><input type="checkbox"/> New<br><input type="checkbox"/> State Mandated |   |   |  |

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_