



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 4014 COURSE SYLLABI

1. For all credit courses offered, a syllabus for students will be developed by the primary course faculty member(s) responsible for the course. The syllabus will contain the following:
  - 1.1 Course name, prefix, number, section number, and description as it appears in the College catalog;
  - 1.2 General information: instructor's name, telephone extension, OCCC email address, office hours and location wherein office hours will be offered;
  - 1.3 Course learning objectives: course objectives should emphasize measurement of the student's ability to communicate using academic language and to use elements of critical thinking: analyze, synthesize, critique, evaluate and/or draw reasoned conclusions;
  - 1.4 Required texts and any additional materials for the course;
  - 1.5 Statement of the attendance policy conforming to College policy calling on students to attend classes on a regular basis;
  - 1.6 Tentative schedule or list of assignments with due date;
  - 1.7 Specific statement of criteria that determines the student's final course grade;
  - 1.8 Legal statements as specified for the semester.
2. This syllabus will be approved by the Division Dean and provided to students.

Effective: 09-30-1997

Revised: 12-12-2016