**From:** Page, Jennifer   
**Sent:** Monday, July 03, 2017 9:44 AM  
**Subject:** Fall 2017 Syllabus Templates and Checklist

Hello,

The syllabus templates and checklist for **Fall 2017** are attached.  Please take time to read the instructions below, and be prepared to submit your completed syllabi to your department chair/program director by the first day of class for the fall semester (August 16).

Attachments:  *Templates have been revised!  Please do not simply copy and paste an old syllabus in its entirety into the new template.*

* **Syllabus Checklist Fall 2017**:  The items on this **REVISED** checklist are required for each NFCC syllabus.  Your department chair/program director will review your syllabi using this checklist. Please use this checklist to review your own syllabi before sending them to your department chair/program director.
  + A previous addition to the syllabus for spring required that online instructors include a statement that explains how they will verify active participation – for course verification roll purposes – in the online course environment.  This statement should be included in the “COURSE POLICIES” section of the syllabus. A note has been added to both the syllabus template and checklist to serve as reminders.
  + A **new addition** to the syllabus for summer and **fall** requires that instructors who utilize *Turnitin* include an explanation in the “COURSE POLICIES” section indicating how this service is used in class (i.e. procedures, expectations, impact on grading). It is the expectation of the Office of Academic Affairs that *Turnitin* is used first and foremost as a teaching tool rather than an automatic “caught ya” for academic dishonesty.
  + Under “COURSE CONTENT AND SCHEDULE,” the following *Early Alert* dates/window should be added (nursing courses excluded):
    - Early Alert #1:  September 5-7
    - Early Alert #2:  September 26-28



* **Syllabus Template – GenEd – Fall 2017**:  This template lists the AA Program Outcomes (also known as Gen. Ed. Competencies).
  + General Education courses
  + Developmental Education courses
  + Intermediate Algebra (MAT 1033)



* **Syllabus Template – Non-GenEd – Spring 2017**:  This template does NOT list Gen. Ed. Competencies; program level outcomes should take their place on the syllabus.
  + AS and CTE courses
  + Other non-General Education courses not listed above.



Important Notes:

* Recent changes to the template are highlighted in yellow.  Please remove all highlights before submitting syllabi to your department chair.  In Microsoft Word, this can be done by selecting the entire text (Ctrl+A) and changing the highlighting color to “No Color.”
* Use caution when copying information from an old syllabus to the new template; be sure that each syllabus contains the correct term, CRN, course title, etc.  *Please use the attached template; simply revising an old syllabus may contribute to missed or outdated information.*
* Regarding filenames, please use the following naming pattern for the syllabus documents that you submit to your department chair:

**[COURSE][SECTION] – [TERM] – [INSTRUCTOR] (Optional Info – hybrid, online)**

                        Example:    ENC 1101 03 – Fall 2017 – Smith (Online)

* By the first day of class, send completed syllabi to your department chair/program director only. Upload each of your course syllabi to the CONTENT sections of the appropriate D2L courses.
* Department chairs/program directors will review all syllabi **before** forwarding them to the Director of Curriculum and Instruction, Jennifer Page.

If you have questions about the syllabi templates, please do not hesitate to call or email me.

Jennifer H. Page

Director of Curriculum and Instruction

Office of Academic Affairs

North Florida Community College

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