

# Pine Technical College Policy and Procedure

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| <b>Policy Number:</b> 234   | <b>Date:</b> January 31, 2008                             | <b>Revision Date:</b> |
| <b>Division/Department:</b> Academic Affairs  | <b>Author:</b> Dean Masters, CAO/Dean of Academic Affairs |                       |
| <b>Subject:</b> Course Syllabi  |   |                       |
| <b>Authorities:</b> MnSCU Policy 3.22 Course Syllabi  |   |                       |
| <b>Purpose:</b> The course syllabus is prepared to provide students with information on the course content, course requirements, and course expectations.   |   |                       |
| <b>Policy:</b> Pine Technical College will have established procedures to ensure all students receive a course syllabus within the first week of class.   |   |                       |
| <b>Procedure:</b>   |   |                       |
| <ol style="list-style-type: none"> <li>1. Faculty shall provide students and Academic Affairs with a copy of each course syllabus within the first week of classes.</li> <li>2. Academic Affairs will review the syllabus for completeness and currency.</li> <li>3. Academic Affairs will retain the syllabus for each course for curriculum reference.</li> </ol> |   |                       |
| <b>Responsibilities:</b>  |   |                       |
| Responsibilities are assigned according to the procedures established above.  |   |                       |
| <b>Dissemination:</b>   |   |                       |
| Dissemination to all employees via the intranet or college website.   |   |                       |
| Reviewed by Leadership Team: 3-17-08<br>Reviewed by Faculty Shared Governance: 5-7-08<br><br>Reviewed by: _____<br>Robert L. Musgrove, Ph.D., President   |   |                       |
| Approved: Date: 5-7-08  |   |                       |