GENERAL POLICY

Every instructor will develop a Course Syllabus for each course taught through eCampus. As much latitude as possible, within the parameters set by the appropriate discipline, is given to instructors in developing the content of their syllabus. However, eCampus is asking faculty to ensure that syllabi include, at a minimum, the component areas included on the eCampus Master Syllabus.

A course syllabus is intended to be the primary document whereby an instructor communicates to the student major goals and requirements for the course. A syllabus constitutes a contract between instructor and student. A Course Master Syllabus helps ensure consistency of quality in college programs. That does not mean that two classes of the same course are exactly alike. Indeed, any two classes may have different topics and different emphases. However, any two courses taught at Troy eCampus that have the same course name and number should have common objectives. In some courses it is expected that the course will be remarkably similar. The Master Syllabus allows instructional departments to develop those elements, if any, that they deem common to all courses of the same name and number to be disseminated to both faculty and students, but also allows instructors to create their courses within the parameters set by the discipline. Any other departmental-specific policies will also be explicated here so that instructors and governing bodies can see them. The information in the Master Syllabus will also be useful during visits from other approval and accrediting agencies to demonstrate consistency and quality of courses and programs.

Each syllabus should be submitted to the Troy eCampus Office prior to the beginning of each term. Copies of all syllabi will be retained for at least one academic year.

In summary, the Syllabus must include clearly-defined:

1. Master Syllabus components prescribed by eCampus
2. Components of the Class Syllabus prescribed by the Department, and
3. Additional customizable components of the Class Syllabus determined by the Instructor