

Course Outline Guidelines

Finger Lakes Community College

INTRODUCTION:

FLCC has an approved course syllabus for each course offered at the College. The course syllabus is a summary of the course of study and ensures that course descriptions, outcomes, and topics are consistent regardless of the instructor/section. Every course syllabus is available on the FLCC website at www.flcc.edu/courses

The FLCC Academic Senate has set forth specific requirements for every course outline. We also have included optional items to help you. Academic Senate encourages you to consider your tone and language so it reflects your personality, expectations, and the classroom environment that you wish to create.

All FLCC instructors are required to create a detailed course outline specific to their course. A course outline informs students how the course syllabus requirements will be met. It is a contract between the student and the instructor and should include all course expectations. All components of the FLCC course syllabus must be addressed in the course outline.

Using the FLCC syllabus as a guide, submit a course outline for each FLCC course you intend to teach (Ex. HIS 110 and HIS 111 are two separate college courses).

REQUIRED ITEMS FOR COURSE OUTLINES

1. General Information
 - a. College Name
 - b. Semester and Year – *this must be updated each time you submit a new course outline*
2. Course Information
 - a. Course Prefix and Number (*Ex: HIS 110*)
 - b. Course Name (*Ex: United States History I*)
 - c. Credit Hours and Contact Hours – *refer to FLCC-approved syllabus*
 - d. Class Dates and Times
 - e. Class Location
3. Instructor Information
 - a. Your Name
 - b. Contact Information – however you prefer to communicate with students
Optional: Expectations for Communication
4. Course Description and Learning Outcomes
 - a. Catalog Description found in FLCC-approved syllabus, including pre-requisites
 - b. Course Learning Outcomes as stated in the FLCC-approved syllabus

5. Required Course Materials

- a. Textbook – All Gemini instructors are required to use the FLCC-approved textbook. If you intend to use a different textbook, or are unsure of the textbook requirements, please cite the textbook you plan to use. It is up to the FLCC department chair, when approving your application to teach the course, if the textbook you wish to use is also approved.
- b. Additional Materials (*Supplies such as notebook, calculator, supplemental readings, etc.*)

6. Methods of Instruction

- a. Reference FLCC-approved syllabus.
- b. Add your own per your preference. (*ex: labs, lecture, class discussion, group learning, etc.*)

7. Methods of Assessment

- a. All course requirements for assessment measures cited in the FLCC-approved syllabus
- b. Breakdown of your grading scale and percentages that make up the final course grade
- c. Include grading of all major assignments; tests, quizzes, homework, portfolios, projects, presentations, etc.
- d. Include the FLCC Grading Scale below (and label it as such):

A	93 & up	4.0	C	73 – 77	2.0
A-	90 – 92	3.7	C-	70 – 72	1.7
B+	88 – 89	3.3	D+	68 – 69	1.3
B	83 – 87	3.0	D	63 – 67	1.0
B-	80 – 82	2.7	D-	60 – 62	0.7
C+	78 – 79	2.3	F	59 & lower	0.0

Optional: Instructor policy for late homework assignments, make-up quizzes, missed labs, etc.

8. Instructor Policies and Classroom Procedures:

- a. Attendance and Tardiness
- b. Academic Integrity Policy
- c. Individual policies (*Ex: behavior, electronics, Gemini withdrawal date, etc.*)

9. Outline of Topics Covered:

- a. Use topics found in FLCC-approved syllabus.
- b. Additional topics may be covered at your discretion if time allows.

Optional: Detailed course calendar or weekly schedule that shows which topics, assignments, and major assessments will be covered and when.