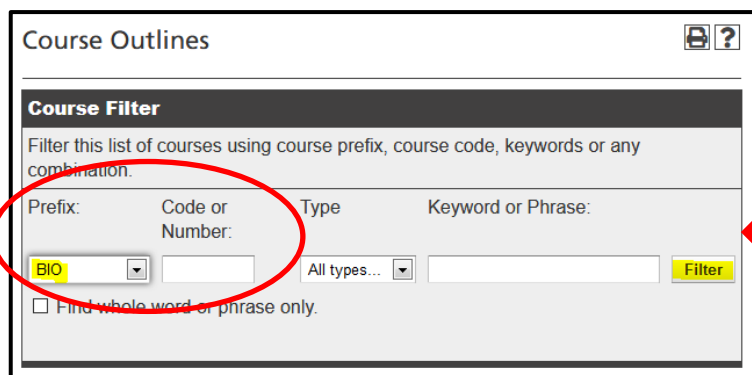
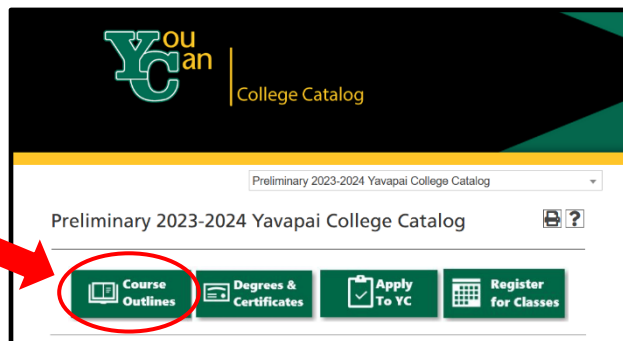


Getting Started: Course Outlines/Syllabus Components/Printing

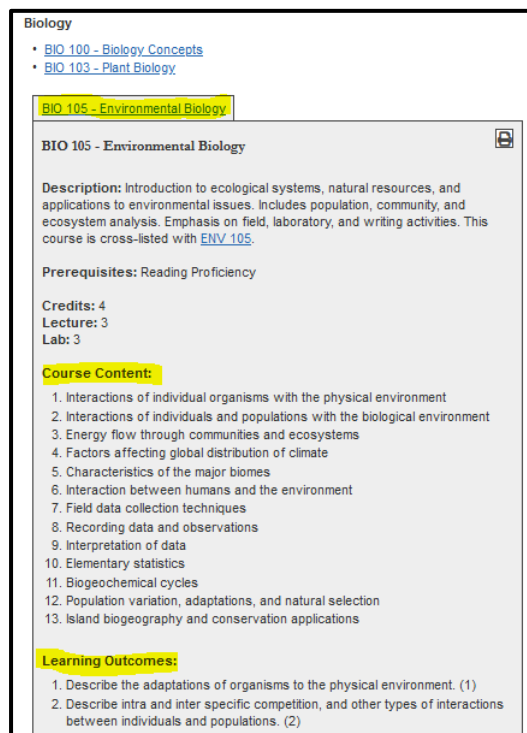
Access Your Course Outlines

1. Go to <http://catalog.yc.edu> and click on “Course Outlines”.



2. Select the Prefix and/or Code. Click “Filter”.

3. Select the course. The course will expand so that the **Course Content & Learning Outcomes** are viewable.



4. Copy / paste your **Course Content & Learning Outcomes** directly into your syllabus. Reformat to match the rest of your syllabus.

Syllabus Components

1. Go to www.yc.edu/syllabus.
2. Scroll down to view “Required Course Syllabus Components”.

Note: Item #14 is a link to the most current *Institutional Policies & Instructor Procedures*. Please review this annually so that the most current information is in your syllabus.

Syllabus Development
A learning-centered course syllabus is a learning plan for students and is required for every course that is offered at Yavapai College.

Syllabus Purpose and Standards

A learning-centered course syllabus is a learning plan for students and is required for every course that is offered at Yavapai College. The official Yavapai College course outline is the foundation for the course syllabus. While the course outline defines the learning outcomes and content required for district-wide delivery, the course syllabus is where the instructor brings the course alive. It injects instructional creativity, innovative instructional strategies, and directed accountability into the course.

Every course syllabus must incorporate the components identified below in the Required Components of the Course Syllabus section. While instructors may prepare the course syllabus in the professional format that best represents the course and meets the needs of students, a template is available to assist in syllabus development.

A copy of your completed syllabus must be provided to your Dean or designee prior to the first class meeting.

Required Course Syllabus Components:

1. Course title and number
2. Credit hours
3. Name(s) of instructor(s) and instructor contact information (YC email and YC phone number)
Note: Adjunct faculty may list their department phone number.
4. Office location
5. Office or Web hours
6. Course description
7. Course Content & Learning Outcomes
8. Course requirements
9. Methods of evaluation; grading system, how grades will be posted
10. Makeup exam policy
11. Required and optional texts
12. Final exam date and time
13. Other required course material
14. [Institutional Policies and Instructor Procedures](#)
15. [Regular and Substantive Interaction](#): Include information on clear expectations for interactions, how frequently students can expect to hear from the instructor, and how quickly they can expect a response to questions and to work they submit. *Note: For online courses only.
16. Syllabus Calendar, Schedule or Agenda. Detail how the learning outcomes are aligned to the activities/assignments. See the syllabus template below for an example.
17. Syllabus is subject to change, as deemed appropriate by the instructor. Necessary revisions will be in writing and posted in Canvas with fair prior notice.

Resources

3. Review the “Resources” for additional tips, information, and a template to get you started.

Print/Copy Access

- To access campus copiers/printers, you will need to request a PaperCut user account through your administrative support person. Access will not be granted immediately, so please make this request before your first day of class.
- When your request for access is granted, you will receive an email from Printing Services with further instructions. You will be granted black/white print and copy privileges only.
- Please submit print jobs of 25 or more pages as a Job Ticket. Find Papercut’s Job Ticketing Software Instructional PDF and other information at <http://www.yc.edu/v5content/printing-services/>.