##### JEFFERSON COLLEGE

#### INSTITUTIONAL COURSE GUIDE

**(course number)**

(**COURSE NAME**)

\_\_\_ Credit Hours

Prepared by:

Curriculum Committee Approval Date: (if known)

Last Revised by:

Curriculum Committee Approval Date:

Minor Revision or Update by:

Date: (last date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Associate Dean of (School)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Dean of Instruction

**Course Number and Title**

1. CATALOGUE DESCRIPTION
2. Pre-requisite and/or Co-requisite (*include Course Number{s} and Course Name{s} for each required Pre-requisite and/or Co-requisite*)
3. Credit hour award
4. Description
5. Curricular alignment *(choose from the following statements {include all that apply})*
6. Fulfills (part of) Reading and Writing Proficiency requirement; does not count toward degree requirements.
7. Taken concurrently with *(insert name of course the developmental co-requisite is paired with)* in fulfillment of Writing Proficiency requirement; does not count towards degree requirements.
8. Fulfills part of Mathematical Proficiency requirement; does not count toward degree requirement.
9. Taken concurrently with *(insert name of course the developmental co-requisite is paired with)* in fulfillment of Mathematics Proficiency requirement; does not count towards degree requirements.
10. Fulfills (part of) Computer Literacy Proficiency requirement for *(insert name of degree(s), e.g. AA, AAT, AFA, AS, and select AAS)* degree(s).
11. Fulfills First Year Experience requirement.
12. Fulfills part of Social & Behavioral Sciences CORE requirement for *(insert name of degrees, e.g. AA, AAT, AFA, AS, and select AAS)*; *(insert MOTR CORE 42 course number and name)* equivalent *[general catalog listing must have MOTR number, name, symbol, and link to MDHE CORE 42 website] (requires attachment of General Education Curriculum and Assessment Alignment Map).*
13. Fulfills Social & Behavioral Sciences - Civics CORE requirement for *(insert name of degrees, e.g. AA, AAT, AFA, AS, and select AAS)*; *(insert MOTR CORE 42 course number and name)* equivalent *[general catalog listing must have MOTR number, name, symbol, and link to MDHE CORE 42 website] (requires attachment of General Education Curriculum and Assessment Alignment Map).*
14. Fulfills part of Written Communications CORE requirement for *(insert name of degrees, e.g. AA, AAT, AFA, AS, and select AAS)*; *(insert MOTR CORE 42 course number and name)* equivalent *[general catalog listing must have MOTR number, name, symbol, and link to MDHE CORE 42 website]* *(requires attachment of General Education Curriculum and Assessment Alignment Map).*
15. Fulfills Oral Communications CORE requirement for *(insert name of degrees, e.g. AA, AAT, AFA, AS, and select AAS)*; *(insert MOTR CORE 42 course number and name)* equivalent *[general catalog listing must have MOTR number, name, symbol, and link to MDHE CORE 42 website] (requires attachment of General Education Curriculum and Assessment Alignment Map).*
16. Fulfills part of Natural Sciences (Biological Sciences) CORE requirement for *(insert name of degrees, e.g. AA, AAT, AFA, AS, and select AAS)*; *(insert MOTR CORE 42 course number and name)* equivalent *[general catalog listing must have MOTR number, name, symbol, and link to MDHE CORE 42 website] (requires attachment of General Education Curriculum and Assessment Alignment Map).*
17. Fulfills part of Natural Sciences (Biological Sciences) with lab CORE requirement for *(insert name of degrees, e.g. AA, AAT, AFA, AS, and select AAS)*; *(insert MOTR CORE 42 course number and name)* equivalent *[general catalog listing must have MOTR number, name, symbol, and link to MDHE CORE 42 website] (requires attachment of General Education Curriculum and Assessment Alignment Map).*
18. Fulfills part of Natural Sciences (Physical Sciences) CORE requirement for *(insert name of degrees, e.g. AA, AAT, AFA, AS, and select AAS)*; *(insert MOTR CORE 42 course number and name)* equivalent *[general catalog listing must have MOTR number, name, symbol, and link to MDHE CORE 42 website] (requires attachment of General Education Curriculum and Assessment Alignment Map).*
19. Fulfills part of Natural Sciences (Physical Sciences) with lab CORE requirement for *(insert name of degrees, e.g. AA, AAT, AFA, AS, and select AAS)*; *(insert MOTR CORE 42 course number and name)* equivalent *[general catalog listing must have MOTR number, name, symbol, and link to MDHE CORE 42 website] (requires attachment of General Education Curriculum and Assessment Alignment Map).*
20. Fulfills Mathematical Sciences CORE requirement for *(insert name of degrees, e.g. AA, AAT, AFA, AS, and select AAS)*; *(insert MOTR CORE 42 course number and name)* equivalent *[general catalog listing must have MOTR number, name, symbol, and link to MDHE CORE 42 website] (requires attachment of General Education Curriculum and Assessment Alignment Map).*
21. Fulfills part of Humanities and Fine Arts CORE requirement for *(insert name of degrees, e.g. AA, AAT, AFA, AS, and select AAS)*; *(insert MOTR CORE 42 course number and name)* equivalent *[general catalog listing must have MOTR number, name, symbol, and link to MDHE CORE 42 website] (requires attachment of General Education Curriculum and Assessment Alignment Map).*
22. Fulfills part of Natural Sciences (Biological Sciences) with lab for *(insert name of degrees, CANNOT be AA)* general education requirement, NOT part of MOTR CORE 42 *(requires attachment of General Education Curriculum and Assessment Alignment Map).*
23. Fulfills Mathematical Sciences for *(insert name of degrees, CANNOT be AA)* general education requirement, NOT part of MOTR CORE 42 *(requires attachment of General Education Curriculum and Assessment Alignment Map).*
24. Fulfills Mathematical Sciences for *(insert name of degrees)* general education requirement, NOT part of MOTR CORE 42\*\*.

\*\*Students who directly place into and successfully complete (C or better) an advanced mathematical sciences 3+ credit hour course with one of the MTH general education MOTR courses as a prerequisite meet the general education CORE 42 requirement of a minimum of 3 credit hours in Mathematical Sciences.

Three credit hours from this course may apply to meet the Mathematical Sciences and overall total of 42 credit hours for CORE 42 completion. Credits in excess of these three apply to degree requirements/electives.

Students have the option of having the prerequisite course credit hours posted to their transcript for the normal credit hour posting fee.

1. Fulfills part of Humanities and Fine Arts for *(insert name of degrees, CANNOT be AA)* general education requirement, NOT part of MOTR CORE 42 *(requires attachment of General Education Curriculum and Assessment Alignment Map).*
2. Fulfills part of Honors Certificate/Diploma requirement.
3. Fulfills *(insert name of specific certificate/degree)* certificate/degree requirement.
4. Elective course applies toward *(insert name(s) of specific certificate(s)/degree(s))* certificate/degree requirement.
5. May not apply both *(insert course prefix/number)* and *(insert course prefix/number)* toward graduation.
6. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES *(table or list format; must match VIII. Method(s) of Evaluation)*
7. OUTLINE OF TOPICS (*denote optional content parenthetically*)
8. METHOD(S) OF INSTRUCTION
9. REQUIRED TEXTBOOK(S) *(APA format; if intending to continually update textbook as new editions become available, note “current edition” rather than specific edition number; denote if different text is used for online sections)*
10. REQUIRED MATERIALS (*student*)
11. SUPPLEMENTAL REFERENCES
12. Library Resources: present offerings and anticipated texts, journals, video/audio tapes, software, etc.
13. Other
14. METHOD(S) OF EVALUATION (*basis for determining course grade*)
15. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (TC101; phone 636-481-3169).

1. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, <http://www.jeffco.edu>).

1. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

1. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.

1. DIVERSITY STATEMENT

Jefferson College is a community leader dedicated to supporting and promoting diversity through opportunities and experiences that foster a culture of respect, inclusiveness, and understanding for everyone in the campus community to engage in a diverse world.