

## Requirements for Syllabi Approval

Please double-check your syllabi for the following information before sending them. Thanks again for your hard work!

- The syllabi files are in **Word Format** (not PDF).
- Updated **Instructor List Information** and signed **Doctrinal Statements** are included for all NEW teachers.
- Course Codes** match CCBC course codes (email us to request suggestions and/or preapproval).
- # of Credits** is included at the top of each syllabus.
- The **Dates and Meeting Times** of the class are included.
- Clear **Course Description** and **Learning Objectives (or Aims)** are included.
- For each credit, a minimum of 15 hours of Classroom Learning Time and 15 hours of homework learning are required.** (Example: a 2 credit course would have 30 hours of in-class learning time per semester, plus 30 hours of outside-of-class learning assignments (homework), equaling a minimum of 60 hours of total learning time for a 2-credit course.
  - Here is a link to a course work load calculator that can assist you in meeting the required homework load per credit: <http://cte.rice.edu/workload>
- Assignment Descriptions** are included (this is how we estimate the hours of homework).
- A detailed **Class Schedule** showing the learning focus of each session:

Date:	Topic to be taught	HW due this session
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