



Fall, 2024

Dear CT State Faculty:

For those faculty interested in using a CT State syllabus, we are happy to share this sample course syllabus template.

The first part of the document is a **Course Syllabus**, which should be personalized to your course(s). This is the document given to students on the first day of the class. It is a wonderful opportunity to set the tone of your class and is often the first formal communication between you and your students. To ensure we have all the required college information on the outline, please do not edit or remove those sections on the Course Outline in BLACK. **But please edit and remove those sections in RED as appropriate for your course.**

The second part of the document is college **Resources, Policies, and Procedures**. Please do not make edits to this document **except where noted in red**. Please post this document in your courses' Blackboard Learn environment and you can also provide a hard copy to your students if desired (but note that there are many hyperlinks that need to be accessed electronically).

Although there have been a handful of legal cases involving syllabi, the courts have consistently ruled that a syllabus is not a contract. However, it is a good practice in this litigious society for you, as the professor of the course, to treat your syllabus as a legal agreement between you and your students.

PLEASE NOTE: All faculty members are required to provide their Program Coordinator or Academic Discipline Coordinator (or Department Chair where a PC/ADC is not present) an electronic copy of their course syllabus for all sections you are teaching within two weeks of the start of the semester.

As we continue to develop the CT State website and provide more links to resources, we will update the course syllabus and resources page of this document.

Have a wonderful semester –

Dr. Karen Hynick
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