



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: Teacher made Instructional Materials

Effective Date: February 2019

TITLE: Teacher made Instructional Materials

RATIONALE: To ensure consistency of the curriculum, goals, and objectives delivered to students based on faculty created instructional materials

POLICY:

A course syllabus is required for each course offered by the college. The essential purpose of the syllabus is to serve as the primary guide for the operation of the course. It is then a necessary source of information and guidance for instructors in their course preparation.

The syllabus also serves as permanent documentation for that particular course. In this role, it is required for accreditation, is used to determine the courses parallel to ones offered in other institutions of higher education and is used in curriculum development.

Syllabi are also used as the primary reference, which relates pertinent class operational procedures and policies to students. Thus, a copy of the course syllabus must be given to each student at the first class meeting. The Education Director shall keep a file of course syllabi for each course offered at the agency.

Unless otherwise specified, course syllabi and student handbooks are developed and approved by the Education Director based on current programmatic objectives defined by regulatory agencies. It is the responsibility of the faculty to follow the syllabi as it is presented. The faculty shall be responsible for developing lesson plans and instructional materials that support the goals and objectives identified in the syllabi. Instructional materials can include, but are not limited to: software, learning activities, visual aids, and electronic links.

Lesson plans must be made available to the Education Director for periodic evaluation and confirmation of alignment with course goals and objectives. All materials, syllabi, and lesson plans will be reviewed and evaluated by the advisory board for academic effectiveness.

RESPONSIBLE PERSONNEL:

Director of Education, Faculty