

COURSE SYLLABUS TEMPLATE

Required sections are **GREEN**
Recommended sections are **BLUE**

HIGH SCHOOL INFORMATION

School name, address, phone number, logo

M STATE INFORMATION

School name, website, phone number, logo

INSTRUCTOR NAME

CONTACT INFORMATION

OFFICE HOURS

COURSE SEMESTER AND YEAR

COURSE TITLE

This is a college level course offered by *(insert high school name)* through the Concurrent Enrollment Program at Minnesota State Community and Technical College – M State.

REQUIRED TEXT AND/OR MATERIALS

COURSE PREFIX, NUMBER, DESCRIPTION AND CREDITS

The course description and credits should be taken from the approved College course outline at www.minnesota.edu/?id=658.

COURSE COMPETENCIES

The course competencies should be taken from the approved course outline that is available at www.minnesota.edu/?id=658.

COURSE SCHEDULE AND ASSIGNMENTS

COURSE ASSIGNMENTS AND RELATED COURSE COMPETENCIES

COURSE REQUIREMENTS AND GRADING POLICIES

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Feel free to use the content from the sample course syllabus. Please use a high school and M State contact.

ACADEMIC HONESTY EXPECTATIONS

Feel free to alter and/or use the content from the sample course syllabus.

SYLLABUS DISCLAIMER

The dates, times, topics and other components of the course are subject to change. Add where/how students will receive changes.

DISRUPTION FREE CLASSROOM ENVIRONMENT POLICY

This policy can be found at www.minnesota.edu/policies.



SYLLABUS CHECKLIST

REQUIRED INFORMATION

- | | |
|--|--|
| <input type="checkbox"/> High School Information | <input type="checkbox"/> Course Competencies |
| <input type="checkbox"/> M State Information | <input type="checkbox"/> Course Requirements and Grading Policy |
| <input type="checkbox"/> Instructor Name | <input type="checkbox"/> Accommodations for Students with Disabilities |
| <input type="checkbox"/> Course Prefix & Number | <input type="checkbox"/> Academic Honesty Expectations |
| <input type="checkbox"/> Semester & Year | |
| <input type="checkbox"/> Course Description | |
| <input type="checkbox"/> Credits | |

RECOMMENDED INFORMATION

- Teacher Contact Information
- Office Hours
- Course Schedule and Assignments
- Required Textbooks and/or Materials
- Important Dates
- Technology
- Syllabus Disclaimer
- Disruption Free Classroom Environment Policy
- Other: _____