

## 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](http://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](http://www.minnesota.edu/?id=658).

### COURSE SCHEDULE AND ASSIGNMENTS

### COURSE ASSIGNMENTS AND RELATED COURSE COMPETENCIES

### COURSE REQUIREMENTS AND GRADING POLICIES

### ACCESSIBILITY RESOURCES

The content from the sample course syllabus can be copied. 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](http://www.minnesota.edu/policies).

### TURNITIN

If using Turnitin.com as a resource for your class, see the suggested disclaimer on the sample course syllabus.



## 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"/> Accessibility Resources                |
| <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
- Turnitin (if using this resource for your course)
- Other: \_\_\_\_\_