



CONCURRENT ENROLLMENT PROGRAM

SYLLABUS TEMPLATE

[www.minnesota.edu/concurrent](http://www.minnesota.edu/concurrent) I 877.450.3322

**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/course-descriptions](http://www.minnesota.edu/course-descriptions).

# COURSE OUTCOMES

The course competencies should be taken from the approved course outline that is available at [www.minnesota.edu/course-descriptions](http://www.minnesota.edu/course-descriptions).

**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 <https://www.minnesota.edu/about/policies-and-procedures.>

# TURNITIN

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



**SYLLABUS CHECKLIST**

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| REQUIRED INFORMATION |
|  High School Information |  Course Competencies |
|  M State Information |  Course Requirements and Grading Policy |
|  Instructor Name |  Accessibility Resources |
|  Course Prefix & Number |  Academic Honesty and Integrity Expectations |
|  Semester & Year |  |
|  Course Description |  |
|  Credits |  |

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| 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:  |