



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: |