

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.

COURSE OUTCOMES

The course competencies should be taken from the approved course outline that is available at 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

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 and Integrity 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: _____