

COURSE SYLLABUS TEMPLATERequired sections are **GREEN**Recommended sections are **BLUE****M STATE INFORMATION**

School name, website, phone number, logo

HIGH SCHOOL INFORMATION

School name, address, 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.

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.

REQUIRED TEXT AND/OR MATERIALS**COURSE SCHEDULE****ASSIGNMENTS AND ASSESSMENTS****GRADING POLICIES****ACCESSIBILITY RESOURCES**

M State is committed to providing equal access to education for all students. Students who have a disability or believe they may have a disability are invited to connect with the Accessibility Resources office as soon as possible to determine eligibility and/or submit accommodation requests. Please visit Accessibility Resources to apply for services. To contact accessibility resources personnel or for additional information you may reach out at arteam@minnesota.edu.

ACADEMIC HONESTY AND INTEGRITY POLICY

Minnesota State Community and Technical College expects all students to represent themselves with integrity. In academic work, students are expected to present their original ideas, train of thought, images, direct quotations, summaries, points of view, and to give credit for the ideas of others. When an instructor has convincing evidence of cheating or plagiarism, the instructor has a variety of options, which may include the following academic outcomes (this list is not exhaustive and the instructor is not obligated to offer any of these options):

- A failing grade may be assigned for the course in which the student cheated.
- The course or assignment grade may be reduced.

- The assignment may be given a zero.
- The individual item on the assignment may be given a zero.
- The student may be required to re-submit the assignment.
- The student may be required to submit an alternative assignment that meets the same learning outcomes.

POLICY: <https://www.minnesota.edu/about/policies-and-procedures/academic-honesty-and-integrity-policy>

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/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

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|------------------------------|--|
| ____ 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 | |

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: _____