

Required 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/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

- Describe types of assignments and assignment expectations or describe how to access assignment descriptions.
- Describe types of assessments.

GRADING - explain your take on the following:

- Points or weighted system
- Grading scale
- Incomplete or Late and if you have an Extension policy

PARTICIPATION

Describe what is expected each week, i.e., time to allot to the course as well as describing when and how to participate.

DISRUPTION FREE LEARNING ENVIRONMENT POLICY (positive learning environment)

The College strives to create a classroom atmosphere that is characterized by respect, openness, and cooperative interactions. Students play a critical role in helping to create a classroom environment where all students can learn without disruption. Students are not allowed to be disruptive in class. This policy can be found at <https://www.minnesota.edu/policies-and-procedures>.

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 the M State [Accessibility Resources](#) section of the M State site to apply for services, to contact Accessibility Resources personnel, or for additional information.

ACADEMIC HONESTY AND INTEGRITY

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.

This policy can be found at: <https://www.minnesota.edu/about/policies-and-procedures/academic-honesty-and-integrity-policy>

TURNITIN

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



SYLLABUS CHECKLIST

REQUIRED INFORMATION

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

RECOMMENDED INFORMATION

- ____ Teacher Contact Information
- ____ Office Hours
- ____ Course Schedule and Assignments
- ____ Required Textbooks and/or Materials
- ____ Important Dates
- ____ Technology
- ____ Syllabus Disclaimer
- ____ Disruption Free Learning Environment Policy
- ____ Turnitin (if using this resource for your course)
- ____ High School Information