

As a concurrent enrollment instructor, you are representing Minnesota State University, Mankato during the time your concurrent enrollment course is being offered. Since the curriculum of your course(s) are Minnesota State Mankato's we ask that you align all facets to Minnesota State Mankato policies. The course syllabus is often the first impression of the course, and is often considered as the course contract, the syllabus is your students' introduction to the course requirements and expectations. To ensure all concurrent enrollment students have been provided with the same information we have developed a common syllabus.

The common syllabus provides an outline for you to develop your course around. Some of the information we will be asking you to include in your course syllabi are listed below. There is also information that you will need to obtain from your faculty partner including course learning outcomes, textbook, and grading policies. Other information such as the course calendar should be discussed with your faculty partner prior to the beginning of the course.

This syllabus includes **required** information for your course syllabus to align your course to university standards. We recommend keeping the information in the order of the syllabus, however, if there is additional information that needs to be added feel free to adjust as needed, so long as the additional language does not contradict university language. At minimum, students should be held to the standards listed on the syllabus, if you choose to impose stricter expectations (ex. Different grading scales, letter grade drop for attendance issues, automatic "F" for being caught cheating) they must be approved by your faculty partner to ensure no university policies are being broken. **Remember, these are university level courses, an important aspect of our accreditation is that all students enrolled in university courses are held to the same rigor and outcomes.**

You will be required to submit your syllabus within the first week of the semester to accommodate any changes that may need to be made.

#### **REQUIRED INFORMATION:**

- **University banner, or name, prominently displayed at top**
- **Department name**
- **Course number**
- **Faculty partner name**
- **Faculty partner email address**
- **Official MSU course description**
- **Official MSU learning outcomes**
- **Required textbook**
- **University academic honesty statement**
- **General course calendar with instructor disclaimer**
- **Grading policies**
- **Course policies and;**
- **University Accessibility Resources statement**



**Course Number:**

**High School:**

**Concurrent Enrollment Instructor:**

**Concurrent Enrollment Instructor Email Address:**

**Minnesota State University, Mankato Faculty Partner:**

**Email Address:** <<Faculty

**MSU Course Description:**

The course description is available in the Undergraduate Bulletin as well as the Course Quick Guide which is mailed out each year to Guidance Counselors. It is also available on our Concurrent Enrollment website ([http://www.mnsu.edu/concurrent/course\\_quick\\_guide\\_final\\_proof.pdf](http://www.mnsu.edu/concurrent/course_quick_guide_final_proof.pdf)).

**Course Learning Outcomes:**

These are available through conversation with your faculty member. ***Our accreditation requires that learning outcomes in CE courses are identical as those in campus courses.*** Your syllabus will not be approved if university learning outcomes are not listed.

**Textbook:**

***Your faculty partner will provide you with textbook options. The text that is used on campus does not need to be the one used in your classroom, however, textbooks must be approved by your faculty partner.***

**Academic Honesty:**

As members of this University community, students assume the responsibility to fulfill their academic obligations in a fair and honest manner. This responsibility includes avoiding inappropriate activities such as plagiarism, cheating or collusion. Students found responsible for one or more of these activities may face both academic sanctions (such as lowering a grade, failing of a course, etc.) and disciplinary sanctions (such as probation, suspension, or expulsion).

**Course Policies:** (Include policies on late work, class expectations, attendance policies, etc.)

**Grading Policies (Example):** Must be approved by the faculty partner prior to being used. If using a shaded graded system, please provide complete scale (eg A+ = 97-100; A = 93-96; A- = 90-92; B+ = 87-89; B = 83-86; B- = 80-82; C+ = 77-79; C/P = 73-76; C-/NC = 70-72; D+ = 67-69; D = 63-66; D- = 60-62; F = 00-59).

**Course Calendar:**

The instructor will make reasonable efforts to follow the schedule of topics. The instructor will communicate any, and all, changes to the class. Students are responsible for all announcements made in class regarding changes to the schedule, topic changes, and assignments.

Week 1:

Week 2:

Week 3:

Week 4:

Week 5:

Week 6:

Week 7:

Week 8:

Week 9:

Week 10:

Week 11:

Week 12:

Week 13:

Week 14:

Week 15:

**Accessibility Resources:**

MSU, Mankato provides students with disabilities reasonable accommodation to participate in educational programs, activities or services. Students with disabilities requiring accommodation to participate in class activities or meet course requirements should first register with Accessibility Resources, located in 0132 Memorial Library, telephone 389-2825, TDD 711 and then contact me as soon as possible.