



Saint Paul College

Course Syllabus Expectations

Concurrent Enrollment (CE) instructors are required to hand out a college approved course syllabus at the beginning of each semester or year (depending on duration of course) that is aligned with the equivalent Saint Paul College course syllabus. Before the first day of school, CE instructors should submit the course syllabus to their liaison (i.e. SPC Faculty) for review and approval. CE faculty liaison reviews the course syllabus and, if approved, notifies the mentee (i.e. high school instructor), and then submits a copy of the syllabus to the Director of College Partnerships. Faculty liaisons should work with high school instructor to make necessary changes should syllabus not be up to par with institutional standards.

Below is syllabus checklist to assist in developing your course syllabus.

| Federal/HLC Requirement | Quality Matters Recommended | On My Syllabus | |
|-------------------------|-----------------------------|----------------|---|
| | | | <h1>Syllabus Essentials</h1> |
| ✓ | | | Course Schedule Identifier: Course Name, Number, and Section (i.e. MATH 1730.20) |
| ✓ | | | Semester and Year/Academic Year (if yearlong course) |
| ✓ | | | Date & Times of Class Meeting |
| ✓ | | | Number of Credit Hours |
| ✓ | | | Instructor Contact Information |
| ✓ | | | Office Hours: per faculty contract (varies by division) General Education Discipline: 1 hour of weekly availability time for every 3 credits; a 15-credit course load = minimum of 5 office hours per week Career & Technical Discipline: 2 hours per week of availability time. Online Courses: Ideally conducted in an online format (chat) and can be proportionate to the number of credits taught online. |
| ✓ | | | Semester Start & End Dates: Also designated dates if partial semester. |
| | ✓ | | Course Add/Drop & Withdrawal Dates |
| ✓ | | | Course Delivery Format: face-to-face, hybrid, online |
| ✓ | | | Course Description: This must match the description on the official course outline. It cannot be different from what is in the course catalog. Copy and paste from the official course online outline. |
| ✓ | | | Required Pre-Requisites/Co-Requisites |
| ✓ | ✓ | | Minnesota Transfer Curriculum Goal(s) covered by the course. |

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| ✓ | | Learning Outcomes: The outcomes listed must match the official course outline. Copy and paste from the official course online outline. At least one course outcome will align with a college-wide learning outcome (CLO). |
| ✓ | | Required Text & References: Include ISBN numbers for all books and/or direct digital link and/or description. |
| | ✓ | Required Materials & Supplies |
| | ✓ | Required Technology Skills |
| | ✓ | Required Technical Access: a computer system, Star ID, internet access, college e-mail account, Office 365, etc. |
| | ✓ | Netiquette |
| ✓ | | Course Requirements & Grading Policies |
| | ✓ | Assessment Types: (e.g. participation, quizzes, exam, journals, performances, portfolios, etc.). If class participation and/or attendance are factored in, explain how these are evaluated, weighting of assignments, grading scale to be used. |
| | ✓ | Visual Representation of Grading Scale: e.g. graphs, pie charts, etc. |
| ✓ | | Weekly Course Schedule: out of class assignments must represent two hours of work per credit per week. For example, a 3-credit class should show that the work students do outside of the class is equivalent to 6 hours per week (can be generic e.g. quiz, test, read chapters 1-2). |
| ✓ | | <u>ADA Statement</u> |
| ✓ | | <i>"This syllabus is available in alternate formats upon request."</i> |
| ✓ | | <u>Veteran's Services</u> |
| | ✓ | Attendance Policy |
| | ✓ | <u>Academic Integrity Policy</u> |
| | ✓ | Last Day of Attendance Policy |
| | ✓ | <u>Academic Support:</u> online and on campus resources |
| | ✓ | <u>Student Services:</u> counseling services, computer open lab, advising, tutoring, Admissions, etc. |
| | ✓ | <u>Student Support Statements:</u> transgender statement, religious observance, sexual violence, etc. |
| | ✓ | Class Cancellation Procedure |
| | ✓ | Safety Alerts |
| | ✓ | Student Conduct Expectations |