

## Minnesota State College Southeast COURSE OUTLINE/SYLLABUS CHECKLIST/REVIEW FORM

Faculty Member:

Date:

Course:

### Based on Minnesota State Board Policy 3.22

The purpose of the course outline/syllabus is to provide students with information on the course content, course requirements, and course expectations.

### Course Outline Checklist

The course outline is the document approved by the college and shall include the course title, course description, prerequisites, total credits, lecture/lab breakdown, and student learning outcomes. Course outlines will be held on file in the Academic Affairs Office.

### Required Information

\_\_\_\_\_ Heading (College name & address)

\_\_\_\_\_ Date of Course Revision

\_\_\_\_\_ Course Title

\_\_\_\_\_ Course Description

\_\_\_\_\_ Prerequisites

\_\_\_\_\_ Total Credit Length (semester)

\_\_\_\_\_ Lecture/Lab Credit Breakdown

\_\_\_\_\_ Outline of Major Content Areas

\_\_\_\_\_ MnTransfer Goals (if applicable)

\_\_\_\_\_ Student Learning Outcomes

\_\_\_\_\_ Disclaimers

- a. The College reserves the right to change the Course Outline at any time
- b. For all college policies not covered in this outline/syllabus refer to the Southeast Tech Student Handbook.

\_\_\_\_\_ Statement of Diversity, ADA and Equal Opportunity \*\*

- a. Students with documented disabilities may request classroom/lab accommodations by notifying college counselor

\*\* This statement complies with Office of Civil Rights 1B.4 part3, Access for Individuals with Disabilities and Title VI, Title IX, and Section 504 policy statement(s) of nondiscrimination

## Minnesota State College Southeast

### COURSE SYLLABUS CHECKLIST

The syllabus is an expansion of the common course outline that includes details relevant to the instructor and the semester offered. The syllabus must be distributed during the first week of classes to all students registered in the course.

The course syllabus is a document that contains all elements of the corresponding course outline, standards for evaluation of student learning, and additional information which reflects the creative work of the faculty member.

#### Required Information

- \_\_\_\_\_ Elements of the Course Outline (see course outline checklist)
- \_\_\_\_\_ Contact Information (name, office phone no. and/or e-mail address)
- \_\_\_\_\_ Textbooks and references (titles, authors & editions)
- \_\_\_\_\_ Additional required items unique to the course (hardware, software, library resources, tools, supplies etc.)
- \_\_\_\_\_ Student contributions
- \_\_\_\_\_ Standards for Evaluation of Student Learning (grading information)
- \_\_\_\_\_ Attendance/Participation Policy (Is REQUIRED if part of the course evaluation/grading process)
- \_\_\_\_\_ Additional information that reflects the creative work of the faculty

#### Optional Information

- \_\_\_\_\_ Course requirements (exams, quizzes, projects, field trips, etc.)
- \_\_\_\_\_ Important dates (when major assignments are due, midterms, finals, etc.)
- \_\_\_\_\_ Schedule to include topics covered
- \_\_\_\_\_ Office hours must be identified outside faculty member's office, but may also be included in the syllabus

Reviewer \_\_\_\_\_

Date \_\_\_\_\_