

**DIN: 3050-4-02**

**Title: Syllabus Content Checklist Form**

<b>Syllabus Content Checklist</b>			
<b>Course:</b> _____		<b>Semester:</b> _____	
<b>Instructor:</b> _____			
Item	Item is present/clear	Item is <u>not</u> present/clear	Item not applicable
Course Prefix (e.g., DENT), title, and number			
Number of credits overall and divided out into lecture, lab, and on the job training if applicable (Example: 3 (1, 2, 0))			
Carnegie expectations for the number of hours students need to work outside of class for hours spent in class. This pertains to all courses, irrespective of delivery method. (See below)			
Course description			
Are there pre- or co-requisites for the course? If so, fully describe			
If this is a general education course, toward what goal area of the Minnesota Transfer Curriculum does this course apply?			
Is this an online course? If so, note and point students where they can go for help if they have questions about the technology required.			
If the course is an on-campus course, where does the course meet (room number)? On what days of the week? For how long will the course meet (hours)? (See below for the Carnegie/Minnesota State expectations associated with seat time and outside of class work time).			
If the course will meet fewer weeks than a full semester, note the beginning and ending days prominently and clearly			
What materials are students expected to obtain? (texts, supplies)			
Instructor name			
Instructor contact information (phone, email, office number)			
Office hours instructor is available for students – be mindful of contractual expectations			
Student learning outcomes			
Items on which students will be graded			
Description regarding how grade will be determined (e.g., all items are totaled and 90, 80, 70, and 60 percent is used to separate A, B, C, D and F)			
Other grading policies, if appropriate (e.g., how late work will be handled, how academic integrity violations will be handled)			
Other policies that apply (need for testing accommodations or other disability accommodations)			
Reading, Assignment, Activity, Exam Schedule			

Expectations for in class seat time for lecture, lab, and OJT courses are as follows:

<b>Instruction Delivery Mode</b>	<b>Number of Credits</b>	<b>Hours of "Seat Time"</b>
Lecture	1	1 hour/week for 16 weeks; 2 hours/week for 8 weeks
Lab	1	2 hours/week for 16 weeks; 4 hours/week for 8 weeks
On the Job Training (OJT)	1	3 hours/week for 16 weeks; 6 hours/week for 8 weeks

Expectations for the number of hours of student preparation outside of class for lecture, lab, and OJT courses are:

<b>Instruction Delivery Mode</b>	<b>Number of Credits</b>	<b>Hours of Expected to Prepare for Course work</b>
Lecture	1	2 hours/week for 16 weeks; 4 hours/week for 8 weeks
Lab	1	1 hours/week for 16 weeks; 2 hours/week for 8 weeks
On the Job Training (OJT)	1	__ hours/week for 16 weeks; hours/week for 8 weeks