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| **Syllabus Content Checklist**  **Course: Semester:** | | | |
| **Item** | **Item is**  **present/clear** | **Item is not**  **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) |  |  |  |
| If the course will meet fewer weeks than a full semester, note the  beginning and ending days prominently and clearly |  |  |  |
| 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). |  |  |  |
| Instructor name |  |  |  |
| Instructor contact information (phone, email, office number) |  |  |  |
| Office hours instructor is available for students – be mindful of  contractual expectations |  |  |  |
| Course description |  |  |  |
| What materials are students expected to obtain? (texts) |  |  |  |
| What materials are students expected to obtain? (supplies) |  |  |  |
| 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 or does the course have a core ability assigned to it – if so, identify the core ability. |  |  |  |
| Program Outcomes – identify program outcomes assessed in this course |  |  |  |
| Course student learning outcomes |  |  |  |
| 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). Items on which students will be graded. |  |  |  |
| Other grading policies, if appropriate (e.g., how late work will be  handled, how academic integrity violations will be handled) |  |  |  |
| 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. |  |  |  |
| 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:

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| --- | --- | --- |
| **Instruction Delivery Mode** | **Number of Credits** | **Hours of “Seat Time”** |
| 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:

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| --- | --- | --- |
| **Instruction Delivery Mode** | **Number of Credits** | **Hours of Expected to Prepare for Course work** |
| 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 |
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| Date |  | Faculty Signature |
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| Date |  | Dean Signature |
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