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| **MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE** |
| COURSE SYLLABUS |
|  | **Mission:** Minnesota West prepares learners for a lifetime of success.**Vision:** Minnesota West is the regional college of choice.**Values:** Community Engagement, Courage, Diversity & Inclusion, Innovation, Integrity, Student Success |

^^^Do not change the table/header information above.^^^

Delete highlighted information/instructions in your final version.

This annotated syllabus is a template for you to use in the development of your course syllabus. Review/updated/replace any annotations before finalizing this document and giving to your students. Consider your tone in your syllabus and the message you want to send to your students. Also, proofread your syllabus carefully to ensure you have removed all of the instructions from the final document.

New faculty: You will want to have your mentor and/or other people (faculty, dean) give you feedback on your syllabus.

**Culturally Responsive Language:** As you develop your syllabus, consider how your language impacts our diverse student population. Minnesota State resources for learning more: [Office of Equity and Inclusion](https://www.minnstate.edu/system/equity/index.html), multiple resources, including [Equity Minded Language](https://www.minnstate.edu/system/equity/docs/Equity-Minded-Language-Apr2019.pdf).

\*\*\*\* If you are teaching online, your syllabus may be multiple sections/links and not one complete document. Faculty may choose to break into sections for ease of use.\*\*\*\*

**REACH (college in the high school) classes add this statement:** \*\*\*\* SYLLABI FOR REACH COURSES MUST BE REVIEWED BY REACH COLLEGE MENTOR BEFORE COURSE BEGINS\*\*\*\*

This dual credit college course is offered through Minnesota West Community and Technical College’s REACH Program in partnership with \_\_\_\_ Public Schools.

\*\*\*REACH instructors should delete any section that is not applicable to the College in the High School class/dual enrollment class.

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| Course Overview:  |

**ACADEMIC YEAR**: Be as clear as possible for your students. Fall 2023. Summer Session 2024.

**COURSE TITLE**: Use the official course title. You can find official course titles in the catalog, which is on the web site (<http://www.mnwest.edu/programs-courses/college-catalog>)

Example: Composition I

**COURSE NUMBER**: Use the official course number (from the catalog or course schedule).

Example: ENGL 1101

**CATALOG DESCRIPTION**: Copy and paste the catalog description here, or write a short paragraph explaining to students what the course entails.

As an example, the catalog description for ENGL1101 is as follows:

Reviews and reinforces basic essay writing principles. Emphasis is on rhetorical modes of development and writing as process. Assignments include a short research paper.

I have added more information in this area on my syllabus, with the goal of helping my students know what is expected of them. While “rhetorical modes of development” may be helpful for some students, it won’t be for all.

Extended example:

In this class, you will learn how to write effective essays, including a short research paper. You will learn about different essay types, MLA style/citation, writing process, editing, proofreading, and other related topics.

**COURSE OUTLINE:** Provide students with a copy of or link to the course outline that is listed on the college web site. Remind students they are responsible for reviewing and understanding the course outline. All course outlines are listed on the web site at (<http://www.mnwest.edu/programs-courses/course-outlines>)

**NUMBER OF CREDITS**: List the official number of credits from the course outline.

**PREQUISITES/CO-REQUISITES:** Copy this information from the course outline.

**IMPORTANT DATES:**

* Start of semester
* Last date of semester
* Drop/add/withdrawal dates: <https://www.mnwest.edu/student-life/student-calendar> (link to the web site so dates are consistent). \*\*REACH courses – registrations should be complete no later than 10 days after the course begins at the high school.
* Final exam date/time (note: final exams are required for face to face and hybrid courses)

**MEETING TIMES:**  MWF, 9:00 – 9:50; online with synchronous meetings; online with no specific meetings

**TEXTBOOKS**: Provide the title, author, edition, and ISBN number for the textbook that you plan to use. Providing more information (rather than just a title or title and author) can lead to fewer students purchasing the wrong textbook. Including an image of the cover can be very helpful You may also provide a link to the Minnesota West Bookstore page, if you’d like (<http://www.mnwest.edu/bookstore> ).

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| College Faculty Information:  |

**MINNESOTA WEST COLLEGE FACULTY NAME**: List your name, but also, it may be helpful for your students if you provide additional information, such as how you prefer to be addressed. Instructors may wish to include their preferred pronouns.

**EMAIL**: While it may seem obvious to students, be sure to provide your college email address. \*Adjuncts should use their official college email address for communications.

**RESPONSE TIME:**  In this section, explain to students how long it will take to for you to respond to student requests for information.

Example: I will respond to emails within 24 hours. I do not respond to emails over the weekend.

**OFFICE HOURS:**  In this section, include the days, times, Zoom link, etc. for your office hours.

**PHONE**: If you are on campus, you would want to provide your office telephone number. If you are an online instructor, you might consider using a Zoom link or Google voice number. Other instructors who teach completely online may tell students that e-mail is their preferred communication method.

**INSTRUCTOR EDUCATIONAL PHILOSOPHY:** You may choose to add your teaching philosophy. Delete this section if not including your philosophy.

Example: People learn from each other based upon their shared and unique experiences. By sharing our personal experiences, we deepen our understanding of human diversity. Reflecting on human diversity can transform our ideas of others and ourselves. Members of the class should support the other class members in their efforts to succeed.

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| Course Information:  |

**STUDENT LEARNING OUTCOMES**:

While the course outline has important student learning outcome information listed on it, you will want to copy/restate those course objectives within your syllabus.

**MAJOR ASSIGNMENTS**:

Your students may find a list of the major assignments in the class helpful as they plan their workload for the semester. Note that you may want to be sure to list all dates as tentative, if you think you might be changing dates later in the semester. **If you are going to provide a comprehensive list of all assignments, it is recommended that you provide that in a** **separate document and not in your syllabus**. **Include the due dates in this separate document as well.**

An example of how a list of major assignments might look:

|  |  |
| --- | --- |
| **Assignment** | **Points** |
| Quizzes – 10@20 points each | 200 |
|  |  |
|  |  |
|  |  |
| **Total** | **X Points** |

**STANDARDS USED FOR ASSESSMENT**:

Clearly identify what types of assessments will be used and how these will be used to evaluate a student’s progress toward the stated learning outcomes. If you are using weighted grades, explain your scheme thoroughly. You will also want to delineate between any ungraded assignments, if you have any of those, so students clearly know your expectations. Keep in mind is that students generally don’t do optional assignments.

**GRADING**:

In this section, include your grading scale, including percentages and whether or not you allow plus (+) or minus(-) grades.

Example 1:

|  |  |
| --- | --- |
| A | 90-100 % |
| B | 80-89.99% |
| C | 70-79.99% |
| D | 60-69.99% |
| F | 59.99 and below |

Example 2:

|  |  |
| --- | --- |
| A | 94-100 % |
| A- | 90-93.99% |
| B+ | 87-89.99% |
| B | 84-86.99% |
| B- | 80-83.99% |
| C+ | 77-79.99% |
| C | 74-76.99% |
| C- | 70-73.99% |
| D+ | 67-69.99% |
| D | 64-66.99% |
| D- | 60-63.99% |
| F | Below 59.99% |

You can also add points range in a third column, if you choose.

**EXTRA CREDIT:**

Include information on whether or not you will allow/provide opportunities for extra credit. This will save you questions later in the course.

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| Course Procedures and Policies:  |

**ACADEMIC INTEGRITY**:

Academic integrity is important, and faculty should not assume that students have read the Minnesota West Code of Conduct and the relevant portions on Academic Integrity on the web site: <http://www.mnwest.edu/images/student-information-policies/code_of_conduct.pdf> (academic integrity information begins on page 8). Be sure to review any penalties for cheating, plagiarism, etc. in this section, provide the link to the Code of Conduct, and spend time with your students ensuring that they understand the consequences of any academic integrity infractions.

Example: Academic Dishonesty is defined as the submission of false academic records, cheating, plagiarism, altering, forging, or misusing a college academic record; acquiring or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonest grades, honors, or awards. Any acts of academic dishonesty will be subject to disciplinary action and could result in sanctions as described in the Minnesota West Community & Technical College Student [Code of Conduct](http://www.mnwest.edu/images/student-information-policies/code_of_conduct.pdf%22%20%5Ct%20%22_blank).

**ATTENDANCE**: If you have an attendance standard, or if your division has an attendance policy, state that information in this section. You will want to include any division/program attendance requirements, as well as a statement that the instructor retains the right to review extenuating circumstances on a case-by-case basis.

**DATA PRIVACY:** Minnesota West ensures student data privacy. For more information, review the college’s [policy](https://www.mnwest.edu/student-services/data-privacy). Also, you can review the D2L Brightspace privacy statement at <https://www.d2l.com/legal/privacy/>.

**EXPECTATIONS**: some items to include here may include classroom behavior, workload, working together, if online, how much do you expect them to check in to the site each week, etc.

**LATE POLICIES**:

If you do not allow late work for any reason, be very clear on that requirement and how your policy is focused on student learning and achievement. Consider and state how you will process requests for late work, if you are going to allow. Keep in mind that students who have true medical emergencies may need accommodation, so be aware that a “one size fits all” policy could be difficult in those situations. If there are consequences of work turned in late, be sure to clearly identify those consequences in this section. Also consider the end goal of your course: do you want students to master the materials? If that involves being flexible with a date on occasion, will that harm the integrity of your course in any way?

**REMOTE PROCTORING REQUIREMENTS**

\*If you are using a remote proctoring software such as Respondus Lockdown Browser, you will need to include the following statement in your syllabus to meet Minnesota State Colleges and Universities Remote Proctoring Guidance.

To maintain the integrity of the assessments necessary for this course section, the instructor has determined a remote proctoring tool will be required to complete specific assessments. The remote proctoring tool that will be used for this course section is Respondus LockDown Browser/Monitor.

The cost for this remote proctoring software is included in the cost of your tuition when you registered for the course, there will be no additional charge. For more information, please review [this information on the college web site](file:///C%3A%5CUsers%5Ccp4282us%5CAppData%5CRoaming%5CRightNow_Technologies%5Cmnwest%5C22.8.1296.289%5CUsers%5C57%5CFattachTmpDownload%5Cremote%20proctoring%20information.docx).

**REQUIRED TECHNOLOGY**

You may choose to include a list of the technology basics you require for participation in the course:

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| Assistance/Support Services:  |

Clearly define how students can receive help in your class. Are you available? If so, explain to students how they should request help. If you prefer students use tutors, either on campus or the online tutor.com tutoring service, review that procedure with them. Don’t assume students will know how to seek assistance.

**ACCOMMODATIONS FOR DISABILITY:** To receive [reasonable accommodations for a documented disability](https://www.mnwest.edu/student-services/disability-services/student-information), please contact the Accessibility and Disability Services Coordinator, accessibility@mnwest.edu or contact the Communications Center at 800-658-2330 and ask for accessibility services. See the [Minnesota West Disability Services web page](https://www.mnwest.edu/student-services/disability-services/student-information) for details on process and policy. In addition, students are encouraged to notify their instructors.

**BASIC NEEDS STATEMENT:** Any student who is experiencing difficulty with transportation, affording materials and supplies for classes, accessing food on a regular basis, and/or lacking a safe place to live, and believes this may affect their class performance are encouraged to contact the [Resource Specialist on our campuses](https://www.mnwest.edu/advisory-services/one-stop) (even if you are an online student). Students may also want to contact statewide services by calling 211.

**INSTRUCTOR ASSISTANCE: I**nclude information on how you will assist students outside of class (Zoom, phone, etc.)

**INTRODUCTION TO ONLINE LEARNING COURSE:** Minnesota West offers a [free Success in Online Learning](https://mnwest.learn.minnstate.edu/d2l/home/6046339) course. Students are encouraged to take this course; instructors can require students to complete the course. Several hundred students complete this course each semester; students are automatically enrolled in the course upon registration. Can delete this section if not using D2L course.

**MENTAL HEALTH ASSISTANCE:**  As a college student, you may experience a range of issues that interfere with personal wellness such as strained relationships, increased anxiety, alcohol/drug problems, mood changes, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may negatively impact a student’s academic performance or reduce a student’s ability to participate in daily activities. Minnesota West has services available to assist you with addressing these and other concerns you may be experiencing. You can learn more about the broad range of free and confidential mental health services available via the Health Services website at: <https://www.mnwest.edu/advisory-services/health-services>. Students may also want to contact statewide services by calling 211.

**TECHNOLOGY ASSISTANCE/HELP DESK:** Students can access technology assistance in multiple ways.

You can access technology assistance through [the online ticketing system](https://support.mnwest.edu/TDClient/44/Portal/Home/?ID=aec8806e-13af-430f-b808-ad8d59e06405), by emailing the help desk (helpdesk@mnwest.edu), or by phone at 507-372-3476**.**

If Minnesota West’s website is down, you can access D2L- BRIGHTSPACE through the following website: https://mnwest.learn.minnstate.edu/

**TUTORING ASSISTANCE:** Tutoring assistance is available through the Library and Academic Resources Center (LARC). Professional tutors as well as peer tutors are available to assistance students in your class.

Students can access tutoring services by emailing the tutors (tutoring@mnwest.edu) or by phone at 507-372-3476**.**

Students also have access to Tutor.com, a 24/7 online tutoring service. Students can find more information on the [LARC Tutoring page](https://www.mnwest.edu/advisory-services/tutoring).

**The instructor reserves the right to make changes to this syllabus throughout the semester; the changes will be posted in D2L Brightspace under the title SYLLABUS - REVISED (date of revision).**

DO NOT CHANGE THE INFORMATION BELOW THIS LINE

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**To receive reasonable accommodations for a documented disability, or request this document in an alternative format, please contact the Accessibility and Disability Services Coordinator at** **accessibility@mnwest.edu****, or contact the Communications Center at 800-658-2330 or via your preferred Telecommunications Relay Service. Students are encouraged to notify their instructors of requested accommodations.**

**A Member of the Minnesota State Colleges and Universities System**

**An Affirmative Action Equal Opportunity Educator/Employer**