

**MINOT STATE UNIVERSITY**  
**MINIMUM REQUIRED INFORMATION FOR ALL MINOT STATE SYLLABI**  
**Information must be on the syllabus in the order provided.**  
**Approved 4/4/2019 by Faculty Senate.**



**Minot State University**

(use logo or provide the institution name or both)

**BASIC COURSE INFORMATION**

**Course Prefix, Number, and Title:**

**Credits:** (Including classroom study hours (CS) and Laboratory/Clinical (L/C) hours)

**Meeting Days and Times:** (e.g., 10:00-10:50 a.m. MWF or 2:00-3:15 p.m. TR)

**Semester/Year:** (e.g., Fall semester 2019)

**Course Dates in Campus Connection:** (e.g., 16-week, 8-week, 4-week, etc / August XX-December XX, 2019)

**Mode of Delivery:** Online, face-to-face, IVN

**Location:** Building, room number, location (if other than Minot State campus)

**INSTRUCTOR INFORMATION**

**Name(s) of Faculty Member(s):**

**Office Location & Office Hours:** (recommend at least 5 total hours on different days/hours for fulltime faculty)

**Contact Information:** (phone, email, web page, etc.)

**ADDITIONAL COURSE INFORMATION**

**Catalog Description:**

[Expanded Course Description: Optional]

**Placement Policies:** (if appropriate)

**Prerequisite/Co-requisite Courses:** (if appropriate)

**General Education Category (or Categories):** (If appropriate, indicate which general education areas can be fulfilled by taking the course – For example: CCS1 Problem Solving & CCS6 Collaboration)

**Required Course Materials:** (at a minimum, include those items that must be purchased or acquired in advance or at the start of the course)

**Student Learning Outcomes:** This course contributes to the following student learning outcomes (SLO):

- 1) SLO #: State the student learning outcome...
- 2) SLO #: State the student learning outcome...
- 3) Etc.

(Remember, SLOs must be the same for different sections of the same course, and some courses might not have SLOs that link to a program.)

**Course Objectives:** As a result of taking this course you will... [Phrasing need not be identical]

- 1.
- 2.

(Remember, course objectives must be the same for different sections of the same course.)

## **ASSIGNMENTS AND GRADING INFORMATION**

**Grading Policy and Scale:** (include assignment categories and their weights or points)

**Assignments and Descriptions:**

**Tentative Course Outline:**

**Tentative Dues Dates of Major Assignments:**

## **IMPORTANT DATES**

**Assessment Day:** Month XX, 20XX (no classes before 3:00 p.m.)

**Final Exam Date and Time:** (see <http://www.minotstateu.edu/records/exams.shtml> each year to find the day and time of your exam; actually provide the date and time on the syllabus, not a link)

## **POLICIES**

**Late and Missed Work Policy:** (include your policy on late and missed work)

**Attendance Policy:** (might want to see <http://www.minotstateu.edu/records/pages/policy-class-attendance.shtml>)

**University Sanctioned Events Policy:**

Minot State University has a commitment to students who represent the University in official capacities. University-sanctioned activities include events that are required or encouraged by a class, program, club, or athletic team. When a student has a scheduled absence due to a university-sanctioned activity, it is the student's responsibility to communicate with the faculty member prior to his or her absence. (Include your procedure for dealing with students who miss class due to participation in such events as described below in italics)

**ADD YOUR PROCEDURE BASED ON THE FOLLOWING:** *Faculty members should have a procedure for student absences in each syllabus that details the method and advance time for students to communicate their absence. If a student notifies the professor in accordance with the faculty member's policy, students should be allowed to complete class work. If a student does not communicate with the faculty member in advance of the absence, it is up to the faculty member's discretion whether to allow the student to complete the work. If disputes arise with this policy within the semester, students should contact in progressive order, the faculty member, department chair, Assistant Vice President for Academic Affairs, and Vice President of Academic Affairs.*

**Academic Honesty Policy with Penalty for Violating the Policy:** (see the information in the [Undergraduate Catalog](#) and in the [Graduate Catalog](#); also see the [Student Handbook](#))

**Disability Statement:**

In coordination with the Access Services, reasonable accommodations will be provided for qualified students with disabilities (LD, Orthopedic, Hearing, Visual, Speech, Psychological, ADD/ADHD, Health Related, TBI, PTSD and Other). Please meet with the instructor during the first week of class to make arrangements. Accommodations and alternative format print materials (large print, audio, disk or Braille) are available through the Access Services, [in person](#), by phone 701-858-3371 or by e-mail at [evelyn.klimpel@minotstateu.edu](mailto:evelyn.klimpel@minotstateu.edu).

**Non-discrimination Statement:**

Minot State University subscribes to the principles and laws of the state of North Dakota and the federal government pertaining to civil rights and equal opportunity, including Title IX of the 1972 Education Amendments. Minot State University policy prohibits discrimination on the basis of race, gender, religion, age, color, creed, national or ethnic origin, marital status, sexual orientation, gender identity, or disability in the recruitment and admission of students and the employment of faculty, staff, and students, and in the operation of all college programs, activities, and services. Evidence of practices which are inconsistent with this policy should be reported using the Student Complaint and Anti-Discrimination Form located here:

<https://form.jotform.com/72996849416981>.

For the complete non-discrimination statement, visit [here](#).

**Title IX Statement:**

Title IX Option 1:

In the event that you choose to write or speak about having survived sexualized violence, including non-consensual sexual intercourse, non-consensual sexual contact, dating violence, domestic violence, or stalking, Minot State University (MSU) policy requires that, as your instructor, I share this information with the Title IX office. The Title IX coordinator will contact you to let you know about your options, accommodations and support services at MSU.

If you do not wish the Title IX office notified, instead of disclosing this information to your instructor, you can speak confidentially with individuals on campus and in the community. They can connect you with support services and help explore your options now, or in the future.

Contact Information:

Lisa Dooley | Title IX coordinator  
Minot State University | Memorial 412  
500 University Ave W | Minot, ND 58707  
Ph: 701.858.3447 | [lisa.dooley@NDUS.edu](mailto:lisa.dooley@NDUS.edu)

[Title IX Resources](#)  
[Reporting Forms](#)

Title IX Option 2:

MSU faculty members are “mandatory reporters,” which means that once we are apprised of violence or harassment based on sex and gender, we are required to report the incident to the Title IX office on campus, regardless of whether the student wants this information reported or not. It may very well be that you would like the information reported, but you do not know whom to approach about this information, in which case our mandatory reporting requirements will be desirable to you. However, if you just wanted to talk about an incident but do not want it reported, neither you nor I have any choice in this matter, and once divulged, I must report it. This notice is to inform you of requirements under the Department of Education Office for Civil Rights.

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to accountability and support. If you or someone you know has been harassed on the basis of sex and gender or assaulted, you can find the appropriate resources on/off Minot State University’s campus.

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