

**MINOT STATE UNIVERSITY
COURSE SYLLABUS – REQUIRED INFORMATION**

BASIC COURSE INFORMATION

Course Prefix, Number, and Title:

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

Meeting Times: (start and end times, days of the week)

Semester: (Indicate semester, year, and format – online, MAFB, IVN, as well as length – 16-week, 8-week, etc.)

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:

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)

Course Student Learning Outcomes: As a result of taking ABCD XXX the student/you will...
[Phrasing need not be identical]

- 1.
- 2.

(Remember, student learning outcomes 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:

POLICIES

Late and Missed Work Policy:

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)

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 Disability Support Service, 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 Disability Support Service, located on campus in the lower level of Lura Manor, or by calling 701-858-3371 or by e-mail at 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 to the Human Resource Director in the Administration Building.

Title IX Statement:

Title IX Option 1:

In the event that you choose to write or speak about having survived sexualized violence, including rape, sexual assault, dating violence, domestic violence, or stalking, Minot State University policy requires that, as your instructor, I share this information with Lisa Dooley, Title IX coordinator. Lisa or one of the Deputy Title IX coordinators will contact you to let you know about accommodations and support services at MSU as well as options for holding accountable the person who harmed you. You are not required to speak with them.

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

- MSU Counseling Center (701)858-3371
- 24/7 Crisis Center and Shelter: Domestic Violence Crisis Center (701)548-2480
- 24-7 Rape Crisis Line: Domestic Violence Crisis Center (701)857-2500
- Campus Ministry (Wellness Center, 2nd floor)

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 is just to let you know about the kinds of requirements under which we all are operating. 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. These resources include:

Minot State University Information

Counseling Services (confidential)

Lura Manor-south lower level

701- 858-3371

Campus Ministry (confidential)
Wellness Center, 2nd floor

Health Services
Lura Manor-south lower level
701- 858-3371

Campus Security
701-500-2423

Local Community Resource Information

Domestic Violence Crisis Center (confidential)
24-hour Crisis Line: 701- 857-2200
24-hour Rape Crisis Line: 701- 857-2500

Minot Police Department
911/ 701- 852-0111

IMPORTANT DATES

Assessment Day:

Final Exam Date and Time: (see <http://www.minotstateu.edu/records/exams.shtml> each year to find the day and time of your exam)

NOTES

- You may want to include a disclaimer that dates or other information is tentative/subject to change.
- The items listed on this document are the minimum requirements for all MSU syllabi regardless of location, modality, and semester.
- We may need to consider the new Starfish reporting policy for academic dishonesty and include information about it.
- **All syllabi are due to department/division chairs no later than the Friday prior to the first week of classes each semester.**
- You are free to arrange these items in different orders.
- You may personalize the syllabus to fit your style and tone. Feel free to add images, use different fonts, etc.