

## First-Year Learning Community Syllabi Checklist

Please make sure to include the following information in your syllabus. Syllabi which do not include the required information will be returned for updates.

### **The syllabus of the UNIV 110 course must contain the following:**

- **Peer Mentor Information:**  
Peer mentor name and contact information. Please add this information under Instructor information in your syllabus. You may need to add this later if you have not, to date, been assigned a Peer Mentor. (You are certainly welcome to include this on all three FYE learning community syllabi).
- **Engagement Activity:**  
A description of the engagement activity (volunteer, community service, service learning, or community problem solving activity) for the learning community.  
If you still need help planning your engagement activity, contact the FYE Director.
- **Welcome Week(end):**  
Welcome Weekend must be listed on the syllabus of the UNIV 110 class. Instructors can incorporate it as little or as much as they would like, but they must receive “credit” for doing it either as points or within an assignment. The FYE director will send you a class roster with the names of those who participated by September 15<sup>th</sup>, as there will be a make-up day built in on the observance of the National Day of Service (typically on September 11<sup>th</sup>).
  - **Sample Statement:**  
Welcome Week(end) is part of New Student Programming at Minot State University. This experience introduces first-year students to campus and community resources that are vital to success as a student. During the Welcome Week(end) experience, students participate in an on-campus and an off-campus experience. The on-campus experience helps students learn about the services that assist them in being successful during their first year of college. The off-campus experience helps students become familiar with the Minot community and gives them a sense of place in the community, along with helping out your community. Participation in these campus sessions is required and included in your UNIV 110 grade as \_\_\_\_\_ [e.g., 2% of your participation grade].

### **The syllabi of ALL courses that form a learning community must contain the following:**

- **FYE Learning Community Statement:**  
A **statement** that your class is part of a learning community, along with the title and description of the learning community.
- **FYE Learning Community Course information:**  
The **titles of all other classes** that are part of the learning community, and the **names of the faculty** who are teaching them.
- **Common reading information:**  
If appropriate for your FYE, please include a statement regarding the purchase of textbooks. Please indicate under which course the book has been ordered (so students know where to find it in the bookstore).
- **FYE Goals and Outcomes:**  
The First-Year Experience (FYE) at Minot State University is an opportunity for you to participate in a powerful learning experience that will inspire your transition to university life and learning through

unique learning communities, peer mentors, and opportunities to engage with the campus and larger community.

- Goal 1: To connect you to your peers and faculty members.
- Goal 2: To engage you with the campus and larger community.
- Goal 3: To enhance your sense of belonging at MSU.
- Goal 4: To communicate and facilitate your understanding of the academic expectations of the university.
- Goal 5: To enhance your competency in some of the following skills and capacities:
  - written and oral communication
  - critical thinking
  - critical reading
  - collaboration
  - information literacy
  - quantitative literacy
  - problem solving.

- **Drop Policy Statement:**

This course is part of a first-year learning community. These courses are linked and must be taken together. Only under certain circumstances will you be able just one of the courses. In most cases, if you decide to drop one of these classes, you will be required to drop all of them. You will need to obtain written permission (via MSU email) from your FYE instructors and will be required to meet with your instructors prior to receiving approval to drop one or more of the FYE courses. Dropping these courses could have significant impact on your student record and financial aid. It is also recommended, prior to dropping, you consult with the Financial Aid office.