



The course syllabus is a document that contains the elements of the corresponding course outline, standards for evaluation of student learning, and additional information which reflects the creative work of the faculty member. Course syllabi include the pertinent information from the corresponding course outline and the details of the course as determined by each individual instructor. The details may include meeting dates, times, locations, instructor contact information, grading policies, required materials, course requirements, statements or references to college/university/System policies, accommodation requests, etc.

Faculty Mentors should review Concurrent Enrollment course syllabi on an annual basis to ensure that the integrity of the college course is being upheld.

### **REQUIRED INFORMATION**

- High School Information (instructor name, contact information, office hours)
- PTCC Information (mentor name, website)
- PTCC Logo
- Course Title
- Course Prefix and Number
- Course Credits
- Course Description
- Semester and Year
- Course Outcomes
- Course Requirements and Grading Policy
- Accessibility Resources
- Academic Honesty Expectations

### **RECOMMENDED INFORMATION**

- PTCC Faculty Mentor Contact Information
- MnTC Goal Areas (if any)
- Required Textbook and/or materials
- Course Schedule and Assignments
- Mandatory Reporting Statement
- Syllabus disclaimer

Notes:

Syllabus review completed by: \_\_\_\_\_ Date: \_\_\_\_\_



**Pine Technical & Community College**  
**Course Title, Course Number, Course Credits**  
[Enter Term and Year]

**HIGH SCHOOL TEACHER NAME:**

**AVAILABILITY:**

**EMAIL:**

**PHONE:**

**OTHER CONTACT INFORMATION/PLATFORMS:**

**PTCC FACULTY MENTOR NAME:**

**PTCC FACULTY MENTOR CONTACT INFORMATION:**

www.pine.edu

**COURSE TITLE**

This is college level course offered by (insert high school name) through the Concurrent Enrollment Program at Pine Technical and Community College, a member of Minnesota State. Students will be held to the same expectations and level of rigor as on-campus students are.

**COURSE PREFIX, NUMBER, DESCRIPTION AND CREDITS**

The course description and credits should be taken from the approved PTCC course outline.

**PREREQUISITE KNOWLEDGE**

Prerequisite information should be taken from the approved PTCC course outline.

**MNTC GOAL AREAS (IF ANY)**

**COURSE OUTCOMES**

Course outcomes should be taken from the approved PTCC course outline.

**REQUIRED TEXTBOOK AND/OR MATERIALS**

**COURSE ASSESSMENT AND GRADING**

**COURSE REQUIREMENTS AND GRADING POLICIES**

**ACADEMIC HONESTY EXPECTATIONS**

**ACCESSIBILITY AND ACCOMMODATION RESOURCES**

**MANDATORY REPORTING STATEMENT**

**SYLLABUS DISCLAIMER**

The dates, times, topics and other components of the course are subject to change. Add where/how students will receive changes.

**NOTE:** Students are expected to be familiar with all college policies, including those above. For a complete list of college policies, please visit: [Pine Technical & Community College Policies](#)