

Online Course Syllabi Policy

Online Learning Providers are required to develop a course syllabus for each course using a format prescribed by the Minnesota Department of Education (MDE). A syllabus is a document that contains information students need to know in order to successfully complete the work of the course. Additionally, enrolling districts will use the syllabus to determine if the online learning course meets local district graduation requirements.

This document outlines the required format for an online syllabus. Each syllabus should contain the following information:

A. Instructional Contact, Communication and Academic Support Information

1. Instructor name and contact information (if available at time of student registration).
2. Expectation for actual teacher contact time.
3. Expectation for other student to teacher communication.
4. Expectation for student participation (attendance).
 - a. Define progress completion, hours online, etc.
 - b. Define excused/unexcused absence.
 - c. Define how students are required to report absence.
5. Academic support available to online students.
6. Communication with enrolling district (supplemental enrollment).
 - a. Format and frequency of progress reports.
 - b. Format and timeline of submission of the final grade and credits earned to enrolling district.

B. Information Specific to the Course: This information must be provided by the online learning program to enrolling districts of supplemental online learning students prior to the student enrolling in the course for review and approval by the enrolling district.

1. Course outline
 - a. Course name and credits.
 - b. Course pre-requisites if any exist.
 - c. Course goals and objectives.

- d. Topic outline.
 - e. Required books and/or educational materials including how they will be made available.
 - f. Minimum technical requirements of program and/or course.
 - g. The date, time and place of the final examination if one is scheduled.
 - h. An explanation of extra credit if that option is provided to all students.
2. Assessment of student work
- a. General description of assignments, papers, projects, exams and other student work with a schedule of due dates and relative weight in the grade.
 - b. Policy for making up missed exams and grading late assignments.
 - c. Policy for addressing academic dishonesty.
3. State academic graduation requirements embedded in course.