

# Syllabus Required Elements

The syllabus is an expansion of the common course outline that includes details relevant to the instructor and semester offered. The syllabus must be distributed physically or electronically the first day of classes to all students registered in the course and filed with the Office of Academic Affairs in the first week of classes.

## Required information items to be included on every course syllabus:

1. Course number and title – (CCO verbatim)
2. Credits and hours per week – (CCO verbatim)
3. Semester, year, and section number for this offering of the course
4. Instructor name
5. Instructor information (*office location, office hours, telephone, email, and other contact information*)
6. Catalog description – (CCO verbatim)
7. Prerequisite courses and any other recommended entry skills/knowledge – (CCO verbatim)
8. Calendar of major assignments, exams, and papers with tentative due dates
9. Readings/required textbooks, and/or other required or recommended readings
10. Specific methods of assessing student learning,
11. Signature assessment, (if applicable)
12. Instructor's attendance policy
13. Instructor's grading system (percent, weight, etc.)
14. Outline of the specific content to be covered – (CCO verbatim)
15. Course learning outcomes/competencies – (CCO verbatim)
16. Minnesota transfer curriculum (MnTC) goals and the associated learning outcomes (if applicable) – (CCO verbatim)
17. RCTC Core Outcomes - (CCO verbatim) - Include the following:  
This class contributes to meeting the following Core Outcomes: **[choose the Core Outcome(s) listed on the CCO]**  
**Communication.** Students will communicate appropriately for their respective audiences.  
**Critical Thinking.** Students will think systematically and explore information thoroughly before accepting or formulating a position or conclusion.  
**Personal and Professional Accountability.** Students will take responsibility as active learners for achieving their educational and personal goals.  
**Global Awareness and Diversity.** Students will demonstrate an understanding of and respect for human diversity through their words and actions.
18. Any required information such as fees or directives on hazardous materials – (CCO verbatim)

## The following RCTC Common Syllabi Statements must be included on all syllabi:

- Institutional Academic Integrity Statement
  - Americans with Disabilities Act
  - Military Friendly Statement
  - Title IX Statement
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- Request for alternative format for feedback (*if applicable*). Include the following statement. "At times I may provide feedback in the form of audio or video. If you would like an alternative format, please inform me by email."

## **RCTC Common Syllabi Statements:**

### **Academic Integrity Statement**

The primary academic mission of Rochester Community and Technical College (RCTC) is to provide quality learning opportunities for students. Acts of academic dishonesty undermine the educational process and the learning experience for the student and our college community. It is the responsibility of the student to complete their academic requirements with integrity and not engage in acts of cheating, plagiarism, or collusion. The College expects that students are submitting work and materials that reflects their individual learning and efforts within their course, program, and college academic requirements.

It is expected that RCTC students will understand and adhere to the concept of academic integrity and to the standards of conduct outlined within this [policy](#). Students who are found to have engaged in an act of academic dishonesty may face academic sanctions through the Academic Integrity Procedure and non-academic misconduct sanctions through the Code of Student Conduct.

### **Americans with Disabilities Act**

Rochester Community and Technical College is committed to ensuring its programs, services and activities are accessible to individuals with disabilities, through its compliance with state and federal laws, and [System Policy](#). Appropriate accommodations are provided to those qualified students with disabilities. If you believe you qualify for an academic accommodation, please contact the Director of Disability Support Services, Travis Kromminga at 507-280-2968 or through the Minnesota relay TTY 1-800-627-3529. The office can also be reached via e-mail at [travis.kromminga@rctc.edu](mailto:travis.kromminga@rctc.edu).

### **Military Friendly Statement**

Rochester Community and Technical College (RCTC) is a military friendly campus, pledging to do all we can to help military veterans transition into college to complete their educational goals. RCTC is proud to be a Beyond the Yellow Ribbon campus, serving and honoring our veterans, military service members and their families. Through the Veterans Resource Center, RCTC offers student veterans an on-campus point of contact with other veterans, and program information to assist them in making a successful transition into college. For assistance, students are encouraged to contact the Veterans Assistant Coordinator, Mark Larsen, at 507-779-9375 or e-mail at [mark.larsen@state.mn.us](mailto:mark.larsen@state.mn.us), or Othelmo da Silva, RCTC's VA certifying official at 507-285-7566 or email at [VeteranServices@rctc.edu](mailto:VeteranServices@rctc.edu).

### **Title IX Statement**

Sexual violence and other forms of sexual misconduct is prohibited at Minnesota State colleges and universities (Minnesota State). Any individual who has been, or is being, subjected to conduct prohibited by the Sexual Violence Policy is encouraged to report the incident. Individuals may choose to file a complaint anonymously using the online reporting tool (<https://www.rctc.edu/services/student-affairs/sexual-violence/>). Individuals who choose to file anonymous reports are advised that it may be difficult for the college to follow up or take specific action, where information is limited. For additional information please see the RCTC Sexual Violence Policy, <http://www.rctc.edu/policies/system/sexual-violence> or contact Rebecca Peine, Title IX Coordinator, at 507-285-7195 or email at [TitleIX@rctc.edu](mailto:TitleIX@rctc.edu).