

## Appendix G: STUDENT INFORMATION & SYLLABUS ALIGNMENT CHECKLIST

High School: \_\_\_\_\_ Term \_\_\_\_\_ High School Teacher \_\_\_\_\_

Course Title: \_\_\_\_\_ Course#: \_\_\_\_\_ Faculty Liaison \_\_\_\_\_

The **National Alliance of Concurrent Enrollment Partnerships (NACEP)** standards requires:

- Proficiency of learning outcomes is measured using comparable grading standards and assessment methods (A1)
- Use of the same departmental designation, course descriptions, number, titles, and credits (C1)
- CE courses reflect the learning objectives, and the pedagogical, theoretical and philosophical orientation of the respective college discipline (C2)
- Student be advised about benefits & implications of taking college courses, as well as the college’s policies and expectation (S3)

**Directions:** Use this checklist to document alignment and ensure required information is communicated to students.

Syllabus & Policies Alignment Checklist		
REQUIRED COURSE COMPONENTS – All stated must be present for compliance	HTC Syllabus	HS Syllabus
High School (HS) Name / College Name with Address		
Academic Semester, Year		
Course Information: Title / Number / # of Credit Hours / Course Description / Course Learning Outcomes		
Course Textbook and/or other required materials		
Course required technology/software		
Instructor Information: Name, Phone, Email and which method of contact is preferred Office location, Office hours <i>HS syllabus must include both the HS Instructor Information and Faculty Liaison’s Information. Please label college faculty information as “College Faculty Liaison.”</i>		
Course Requirements & Grading Policies: Assessment types & weights, Class participation and/or attendance, Grading Scale <i>*HS assessments ought to be comparable, at college level &amp; rigor, and similar weight on final grade as college course (see Appendix N)</i>		
Course Outline / Course Calendar with Assignment Due Dates		
Student Informed in Syllabus or 1 <sup>st</sup> Day of Class – Benefits & Implications of taking college course. <i>Students must be aware they are college students in a college course.</i>	FL verifies with HS Instructor	
REQUIRED LINKS to COLLEGE POLICY COMPONENTS	HTC Syllabus	HS Syllabus
Student Code of Conduct - <a href="https://www.hennepintech.edu/policy/pdfs/3-6POL.pdf">https://www.hennepintech.edu/policy/pdfs/3-6POL.pdf</a>		
Academic Integrity - <a href="https://www.hennepintech.edu/policy/pdfs/3HTC9POL.pdf">https://www.hennepintech.edu/policy/pdfs/3HTC9POL.pdf</a>		
Course Add/Drop/Withdraw - <a href="https://www.hennepintech.edu/current-students/registration/add-drop-withdraw-info.html">https://www.hennepintech.edu/current-students/registration/add-drop-withdraw-info.html</a>		

REQUIRED LINKS to COLLEGE RESOURCES	HTC Syllabus	HS Syllabus
Campus Resources & Services - <a href="https://www.hennepintech.edu/current-students/resources-and-services.html">https://www.hennepintech.edu/current-students/resources-and-services.html</a>		
Tutoring Centers – In person & online services <a href="https://www.hennepintech.edu/current-students/tutoring-centers/index.html">https://www.hennepintech.edu/current-students/tutoring-centers/index.html</a>		
Library Services - <a href="https://www.hennepintech.edu/current-students/library/index.html">https://www.hennepintech.edu/current-students/library/index.html</a>		
Student Computer Labs <a href="https://www.hennepintech.edu/technology-services/computer-labs.html">https://www.hennepintech.edu/technology-services/computer-labs.html</a>		
Counseling services, email and phone numbers <a href="https://www.hennepintech.edu/current-students/counseling.html">https://www.hennepintech.edu/current-students/counseling.html</a> ,		
Academic Advising - <a href="https://www.hennepintech.edu/current-students/advising/advising.html">https://www.hennepintech.edu/current-students/advising/advising.html</a>		
Student Technology Support - <a href="https://www.hennepintech.edu/Covid19/TechResourcesCOVID19.html">https://www.hennepintech.edu/Covid19/TechResourcesCOVID19.html</a>		

**NOTES:** If components don't align, not of proper college level, or not provided - please give a brief rationale and justification for its approval in space provided.

**CLASSROOM POLICIES:**

(It is strongly suggested that a statement of student classroom behavior be included in the syllabi. This would define the instructor's policy on talking during class, other disruptive behavior in the classroom, leaving the classroom during class, use of electronic equipment (e.g., laptop computers, cellphones, text-messaging devices) during class, etc. The ramifications of violating this policy should be clearly stated.)

**COMPLIANCE AND SECURITY REPORT:**

In compliance with federal and state laws including the Drug-Free Schools and Community Act, Equity in Athletics Disclosure Act, Right to Know, Campus Security Act, Drug-Free Workplace Act, and the Family Educational Rights and Privacy Act, the Compliance, Safety and Security Report is available online (<https://www.hennepintech.edu/current-students/rights-responsibilities/student-rights.html>), or by calling 952-995-1300.

*By signing and submitting this form, I acknowledged that I have compared the high school & on-campus course syllabi/course welcome information and noted **at least 80%** alignment in the areas as indicated above.*

Faculty Liaison signature: \_\_\_\_\_ Date: \_\_\_\_\_

High School Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_