



MODEL LABORATORY SCHOOLS

AT EASTERN KENTUCKY UNIVERSITY

2021-2022 Secondary (7-12) Course Syllabus Guidelines

Each teacher is to prepare a syllabus to be distributed to students and parents. This syllabus should be carefully prepared so that your expectations of students are clear to students and parents. It should also inform students, parents, and other members of the Model community what will be taught and learned in the course.

General Guidelines:

- Developed in departmental teams.
 - Allows for a flow of learning from one grade to the next or from course to course when there is a sequence of courses.
 - Even if there is not a sequence of courses, developing syllabi in departmental teams ensures that content is not duplicated or critical content is not missed.
 - Accounts for key skills that may have been missed or not fully developed during the 2020-21 school year.
- For courses taught by multiple teachers (e.g., Health/PE, Humanities):
 - A syllabus “frame” should be developed collaboratively by all teachers teaching the course, such that students will cover the same content in a course with the same title.
 - The majority of the syllabus (~75-80%) should be the same for all teachers teaching the course.
 - Grading and course content must be the same for all teachers teaching the course.
 - The remainder of the syllabus (~20-25%) should allow for individual teacher differences. This will allow students to study some topics in depth based on the specialty of the teacher.
- The syllabus should be approximately two pages long and copied double-sided.
- Use 12 pt type, Cambria with ½” (0.5”) margins on the top, bottom, and, right and 1” (1.0”) on the left

Required Components:

- Heading, including:
 - School Name
 - Course number and title (see the Model Laboratory High School Catalog of Courses or Infinite Campus for numbers and titles)
 - Academic Term(s)
 - Teacher name and email address
- Google Classroom join code(s) and directions for joining the Classroom
- AP Classroom join code and directions for joining the Classroom
- Potential credits to be earned
- Grade Levels



MODEL LABORATORY SCHOOLS

AT EASTERN KENTUCKY UNIVERSITY

- Prerequisite(s)
- Course Description
 - The description for high school courses must be taken from the most recent edition of the Model Laboratory Catalog of Courses.
 - The description should be an *accurate* representation of the course.
- Model Competencies and Transfer Goals
 - Include the competencies and associated transfer goals indicated in the Model Laboratory Course Catalog for your course. If no competencies and transfer goals are indicated, include the appropriate competencies and transfer goals for the discipline into which the course falls (e.g., Arts & Humanities, Mathematics, Social Studies)
- Method of Grade Calculation
 - Explain to students and their parents how you arrive at the grade for each grading period. It is important to explain how students earn points as well as how they may be penalized for late work.
 - Explain expectations for homework and major projects.
 - Include information about semester exams/assessments and how the semester grade is calculated.
- General Outline of Course Content
 - In an abbreviated format, describe the major units/topics of study and the approximate length of each unit.
 - Include brief descriptions of major assignments, transfer tasks, and showcases

Optional Components:

- Textbook(s) and textbook replacement fee
- Required materials and fees
- Classroom procedures and policies

DUE DATES

An electronic copy should be sent to/shared with Dr. Budano (Christopher.budano@eku.edu) by the end of the day on Monday, **August 30**. Each student and parent should receive a copy of the syllabus as near the first day of school as possible but no later than Friday, **September 3**.