

# Course Syllabi elements:

## What MDE Specialists look for during a Program Approval review

There can be any number of elements required to be on a course syllabus at the local level. Teachers DO NOT need to create a separate document for program approval. However, the more closely teachers are able to align these elements within their existing syllabi the more efficiently & effectively MDE can process the information.

Here is a list of elements MDE Specialists review within a course syllabus:

* **Course Title** 
  + Matches information listed on the Program Approval form (Tab “4. District CTE Courses”)
* **Program & Course code (Table C)** 
  + Match information listed on the Program Approval form (Tab “4. District CTE Courses”)
* **Course Registration #** 
  + *Optional* (local enrollment catalog number)
* **Grade levels** 
  + Program approval is only available for grades 9th-12th
* **Prerequisites for the course**
  + *Optional*
* **Articulated Agreements, and/or Dual Credit opportunities** 
  + Match information listed on the Program Approval form (Tab “4. District CTE Courses”)
* **Technical Skill Assessment** (if offered)
* **Course Description**
* Including any career pathway, experiential learning opportunities, and relevant career planning information.
* Career exploration is a required component of work experience career seminar courses.
* **CTE Frameworks, Local or National Standards, Benchmarks** 
  + Including alignment with MN Academic Standards
* **Student Leadership**
  + CTSO, competitions, and/or local leadership opportunities that have impact outside the classroom
  + Aligns with information on the Program Approval form (Tab “2. Student Org\_Leadership”)
* **Course outline, Specific goals and/or Outcomes for learners**
* **Safety Instruction for Lab, Shop and Work Experience Courses**
  + Exams, training, and supervision on all equipment and lab tools (documented and on file with district)
  + Safety training and Child Labor Laws for all work experiences (in either the career seminar or work experience course syllabi)
* **Instructional Materials**
  + *Optional* (ex. textbook, resource materials)