**Syllabus Review Checklist**

**Purpose**: Each new ECP course offering and each recurring ECP course offering should have a dual credit syllabus approved by an MBU faculty liaison. When reviewing proposed syllabi for new or recurring ECP courses, the faculty liaison ensures the following items are included in the proposed syllabus from the high school teacher.

**Titles and contact information:**

□ Missouri Baptist University (and should NOT include any other university or program name)

□ Course number and title of MBU course

□ Semester or year (for example, FA-24, SP-25, or YR-24)

□ Name of ECP dual credit teacher and contact information

□ Name of high school

**MBU course information**

 □ Course description – MBU Course Description only

 □ Course objectives (must include MBU objectives)

 □ Grading scale (to be used for the college course)

 □ Number and types of assessments

At least the same number and types of MBU assessments (quizzes, exams, essays, lab reports, research essays/projects, or other assessments) used in the MBU course

□ Rubrics or other grading standards for assessments (if they appear in the MBU syllabus)

**MBU policies**

 □ Statement regarding “University Policies” is included:

A link to University Policies specific to course work can be viewed in Canvas by “clicking” on the tab in the course navigation bar labeled “University Course Related Policies.” Policies can also be found using the following link:

 □ URL for the Policy has been included: https://www.mobap.edu/ecp/ecp-student-policies/

**Course schedule**

□ Daily or weekly schedule of topics and assessment dates (course schedules may vary

but should reflect that all the MBU topics are covered and that assessment numbers/types are

being administered).

**Classroom policies**

 □ Instructor’s policies regarding attendance, submission of assignments, and other necessary information

 Should be included but may vary by instructor (just as such instructor classroom policies vary on campus).

**Textbook Review Checklist**

Purpose: Although it is recommended that all ECP offerings use the same texts, in some cases course offerings at high school sites may use a different text as long as it meets the following criteria and receives the faculty liaison’s approval:

* The content is complete and current. Information and data are accurate, and the sources of information are appropriately indicated.
* The level of difficulty of the content is consistent with the University’s curriculum requirements and main campus text.
* There is a balanced coverage of cognitive skills: comprehension, synthesis, analysis, and evaluation; critical and creative thinking.
* Learning activities and/or review questions stimulate critical thinking.
* The content sequence is logical and appropriate for the course.
* The level of language is accurate, precise, and appropriate for postsecondary education.