**CR SYLLABUS**

**I. Course Information**

* Course Title
* Location of CR
* Days and times that the CR Instructor and student meet
* Days and times that the student works on course independently. Note if the location is different from above location.

**II. Instructor Information**

* Full name
* Contact Information - email and phone
* Qualifications for instructor teaching this CR, e.g., degrees, coursework, and/or experience.

**III. Course Description and Objectives**

* Briefly describe the course.
* List the content expectations that students must successfully demonstrate. If the course will be used to fulfill a graduation requirement, then the State of Michigan high school course content expectations must be used. See \_\_\_\_\_a CR Monitor for a list or go to the Michigan Department of Education website for links to all high school content expectations.

**IV. Week by Week Description**

* A week-by-week description of what the student will be doing. List the topics to be covered, activities, assignments, quizzes, and/or tests, If the course is a graduation requirement, note which content expectations will be addressed each week.
* If you are logging activities or participation, the logs need to be submitted to the CR Monitor quarterly. List the dates that you will submit the logs.

**V. Texts, Books, Readings, Materials**

* The name of the books used for this course, author, date, and edition.
* Supplementary readings. List any other readings, whether required or recommended, and whether readings are on reserve in the library or available for purchase in the bookstore
* Materials: any additional materials required. (e.g., art supplies, computer)

**VI. Grading / Evaluation**

* If you have chosen a letter grade option, you must include a grading rubric.
* Clearly describe what needs to be done to earn an A, B, etc.
* If you have chosen a pass / fail option, you must include the criteria for receiving a passing grade.
* If the course will be used to fulfill a graduation requirement, and that content has a common assessment, the student will be required to take the common assessment.

**VII. Documentation of Work**

* All students must submit evidence of their work to the CR Monitor several times over the course of the semester.
* Explain what the student will be showing to the CR Monitor and how they will get it to the CR Monitor.