



Business Class Syllabus Template

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Stop rebuilding your syllabus from a blank page every August. This is the whole structure with a short prompt for each of the nine sections, then fillable lines, fields, and boxes so you can type or write your own. The teacher guide holds the fillable syllabus, a ready-to-paste AI-use policy, a parent sign-off slip, and a meet-your-teacher half-page; the student pages are the syllabus scavenger hunt. Edit any of it in the Word version.

HOW TO USE IT

Work through the nine teacher sections first and fill each blank with your own course details, or type over them if you are editing digitally. Copy the AI-use policy straight into your integrity section. On day one, hand students the scavenger hunt and the sign-off slip so the syllabus gets read at home too.

BUILD YOUR SYLLABUS: SECTIONS 1 TO 5

TEACHER

Fill in each section below. This is your master copy. Every blank is yours to write in or type over.

Course title _____

Teacher _____

Term / year _____

1. Course description

A short, plain-language summary of what the class is and why it matters.

COURSE DESCRIPTION

2. Objectives and standards

The skills students build, mapped to your state or CTE standards. List your top objectives and the standard codes.

Standards framework (state / CTE / other) _____

3. Units and rough schedule

The big units in order with approximate weeks or grading periods.

Grading period	Unit / focus	Weeks

4. Grading and late work

Category weights, the grading scale, and your late and revision rules.

Grading categories and weights _____

Late-work policy _____

Revision / redo policy _____

5. Materials and technology

What students bring daily plus required apps, logins, and devices.

BRING EVERY DAY

APPS, LOGINS, AND DEVICES

6. Classroom expectations

A few clear norms for behavior, phones, and how the room runs. Keep it short enough that students remember it.

7. CTSO / FBLA note

How the chapter fits in: meetings, dues, events, and competition tie-ins.

Chapter / organization

Meeting time and place

Dues and key dates

8. Academic integrity and AI policy

Your honesty rules and how students may (and may not) use AI. A ready-to-paste sample policy is on the next page.

9. Contact and communication

How to reach you, response times, and where grades get posted.

Best way to reach me

Typical response time

Where grades are posted

Drop this straight into section 8, or edit it to match your building's rules. It sets a clear line: AI can help you think, but it cannot think for you.

SAMPLE AI-USE POLICY

AI tools may be used for brainstorming, drafting, and getting feedback on your own work, unless an assignment says otherwise. When you use AI, disclose where and how you used it in a short note. You are responsible for verifying every fact and for understanding everything you submit, so be ready to explain any part of your work in your own words. Turning in AI-generated work you cannot explain will be treated as an academic integrity violation, the same as copying from another student.

MAKE IT STICK

Have students copy the last sentence into their scavenger hunt so the rule is in their own handwriting. Students remember policies they had to write down.

PARENT AND GUARDIAN SIGN-OFF

TEACHER

Print this slip for families. Have students read the syllabus with a parent or guardian, then sign and return the bottom slip. Signing tells you the family has seen the course plan, the grading and late-work rules, and the AI-use policy.

- ☐ We read the course description and unit schedule together.
- ☐ We reviewed the grading scale and the late-work policy.
- ☐ We read the academic integrity and AI-use policy.
- ☐ We know the best way to contact the teacher.

Student name _____

Parent or guardian name _____

Parent or guardian signature _____

Date _____

MEET YOUR TEACHER

TEACHER

A quick hello so families know who is teaching this class. Tell students and parents a little about you, and the one thing you most want them to know about your room.

ABOUT YOUR TEACHER

WANT THE UNITS BEHIND THIS SYLLABUS?

This template gives you the frame. The editable business and entrepreneurship curriculum in the shop is built to slot straight into these nine sections, with the lessons, slides, projects, and answer keys already written so you can teach it start to finish. Thanks for downloading, and have a great first day.