

Appendix A: Sample MW Syllabus Template

English ENG 1101 Course Syllabus

Fall 2019

Professor: Your Name
Office Phone: (718) 260-5392
Office: Namm 519
Office Hours:
Email: XXXXXXX@citytech.cuny.edu
Meeting Time:
Classroom Location:
Online Location: List your OpenLab or Blackboard

Course Description:

A course in effective essay writing and basic research techniques including use of the library. Demanding readings assigned for classroom discussion and as a basis for essay writing.

Prerequisite: *CUNY proficiency in reading and writing*

Learning Outcomes: Please see the attached sheet and keep it handy. We will review these during the beginning and throughout the semester. By the end of the term, our goal is to meet each of the learning outcomes. This course syllabus is designed to help us do so.

Readings / Text: If course textbooks are being used, list them here. If readings are being made available, it is not necessary to list each individual piece here. A general statement that indicates they are available on the website can be made here. The course outline, however, should include the scheduled readings and due dates.

University Policies

Accessibility Statement

City Tech is committed to supporting the educational goals of enrolled students with disabilities in the areas of enrollment, academic advisement, tutoring, assistive technologies and testing accommodations. If you have or think you may have a disability, you may be eligible for reasonable accommodations or academic adjustments as provided under applicable federal, state and city laws. You may also request services for temporary conditions or medical issues under certain circumstances. If you have questions about your eligibility or would like to seek accommodation services or academic adjustments, please contact the Center for Student Accessibility at 300 Jay Street room L-237, 718 260 5143 or <http://www.citytech.cuny.edu/accessibility/>.

Academic Integrity and Plagiarism Statement

Students and all others who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity. Accordingly, academic dishonesty is prohibited at New York City College of Technology and is punishable by penalties, including failing grades, suspension, and expulsion.

Sanctions for Academic Integrity Violations

In accordance with the CUNY Policy on Academic Integrity, NYCCT empowers its Academic Integrity Committee and Academic Integrity Officer to process violations of the CUNY Academic Integrity Policy. As stated in the student handbook, all instructors must report all instances of academic dishonesty to the Academic Integrity Officer.

Course Policies

Attendance: Students who fail to attend class regularly will fall behind on the daily writing assignments. The daily assignments build upon previous work and lead towards success in the major projects. In order to succeed in the class, students will need to attend regularly. Students who fall behind will likely have a difficult time catching up.

Missed Work and Late Papers: Your policy here.

OpenLab / Blackboard Statement: Instructors are encouraged to make their courses as paperless as possible. They will be required to electronically submit student work at the beginning and end of the semesters for assessment purposes. Having students turn in all work electronically will lighten the workload significantly and help students and faculty keep records of all their assignments. You should include a statement concerning the usage of the course management system on your syllabus. A sample statement is provided below.

Sample OpenLab Statement:

You will need to register with the City Tech Open Lab and join our course immediately. It will be your responsibility to learn the navigation of the class website during the first week. After the first week, we will be using the Open Lab. Any work that you fail to post after the 3rd class meeting cannot be made up. If you need help with this, see me immediately, and make sure to come to the second and first class meetings.

Course Load Expectations: Instructors are encouraged to give students an idea of how much work will be expected of them. Because FYW requires frequent writing practice, students should expect to be working continually on course assignments. A sample statement is below:

Sample Course Load Statement:

A full time course load for a college student is 4 classes. At forty hours per week, that breaks down to 10 hours per class. You will be in class and online for 2.5 hours a week. Plan to spend 7.5 hours on homework for each week on average. Some weeks will be more. Some less.

Major Projects and Assignments

Project 1: Your Title and description

Project 2: Your Title and description

Project 2: Your Title and description

Other graded projects: Faculty are encouraged to give students multiple opportunities to succeed. Other graded projects may include daily writing assignments, journaling, blogging, commenting, oral presentations, collaborative projects, multimodal projects, and end-of-the-semester celebratory projects.

Participation: Your expectations for participation.

Extra Credit: Your extra credit policy.

Portfolio: Your title and description

Grading Procedure: A statement of how students will be graded is required. Faculty are free to find a balance between how much they will count process writing vs the final portfolio. Students who fail to submit process and scaffolding work for the major projects during the semester will likely not perform well on the final portfolio. One easy way to handle the issue between the final portfolio and the daily work is to assign a completion grade that is connected to students submitting daily work. Faculty are required to give feedback on each major writing assignment and should consider giving students a grade for each writing assignment that can be continuously improved and revised for the final portfolio.

Letter Grade	Numerical Grade Range	Quality Points (QPA)
A	93-100	4.0
A-	90-92.9	3.7
B+	87-89.9	3.3
B	83-86.9	3.0
B-	80-82.9	2.7
C+	77-79.9	2.3
C	70-76.9	2.0
D	60-69.9	1.0
F	59.9 and below	0.0
WU	Unofficial Withdrawal (attended at least once)	0.0
WF	Withdrew Failing	0.0

Grade Calculation (example)

Blog Posts	20%
Presentation	10%
Participation	20%
Final Portfolio	50 %

Semester Outline

- All Readings and Assignments are DUE on the day they are listed.
- Any changes made to the following schedule will be announced in class or on the class website. It is your responsibility to keep up with all announced changes.

DATE	CLASS TOPICS	READINGS / WRITINGS / VIEWINGS
WEEK 1 W 08/28	Introductions, Syllabus, Open Lab	Purchase books and course packet. Navigate Course Website.
WEEK 2	Begin Unit 1 this week. Deadline for the completion of Unit 1 is 09/23.	
M 09/02	Labor Day—College Closed	
W 09/04		