Dear CT State Faculty:

For those faculty interested in using a CT State syllabus, we are happy to share this sample course syllabus template.

The first part of the document is a **Course Syllabus**, which should be personalized to your course(s). This is the document given to students on the first day of the class. It is a wonderful opportunity to set the tone of your class and is often the first formal communication between you and your students. To ensure we have all the required college information on the outline, please do not edit or remove those sections on the Course Outline in BLACK. But please edit and remove those sections in RED as appropriate for your course.

The second part of the document is college **Resources, Policies, and Procedures**. Please do not make edits to this document. Post this document in your courses' Blackboard Learn environment and you can also provide a hard copy to your students (but note that there are many hyperlinks that need to be accessed electronically).

Although there have been a handful of legal cases involving syllabi, the courts have consistently ruled that a syllabus is not a contract. However, it is a good practice in this litigious society for you, as the professor of the course, to treat your syllabus as a legal agreement between you and your students.

PLEASE NOTE: All faculty members are required to provide their Program Coordinator or Academic Discipline Coordinator (or Department Chair where a PC/ADC is not present) an electronic copy of their course syllabus for all sections you are teaching within two weeks of the start of the semester.

As we continue to develop the CT State website and provide more links to resources, we will update the course syllabus and resources page of this document.

Have a wonderful semester –

Office of the Provost

CT STATE
COMMUNITY COLLEGE

COURSE SYLLABUS

Subject, Course# Title: To be completed by Instructor (example: ENG 1010: Composition)
Course CRN: To be completed by Instructor (example: CRN 5432)
Number of Credits: To be completed by Instructor (example: 3 credits)
Semester and Year: To be completed by Instructor (example: Fall 2023)

Prerequisites: To be completed by instructor
Course Days & Times: To be completed by instructor
Learning Modality: To be completed by instructor (LRON, ONLN, TRAD, etc.)
Course Delivery: To be completed by instructor (On ground, TEAMS, Collaborate, etc.)
Campus Location: To be completed by instructor (if fully online indicate no assigned campus)
Class Location: To be completed by instructor (If fully online indicate no assigned location)
Academic Calendar: Bookmark this page for important semester academic engagement deadlines: https://ctstate.edu/academic-calendar

Instructor Information:

Name: To be completed by instructor; include professional credentials	CT State e-mail: To be completed by instructor
Office phone: To be completed by instructor; not applicable to adjunct faculty. Personal phone numbers should not be listed as a way for faculty to be reached.	Campus office Location: To be completed by instructor; not applicable to adjunct faculty, though they are welcome to use the adjunct offices on campus
Office Hours: To be completed by instructor; optional for adjunct faculty	

As a CT State student, you have been given an official student email address, which is the primary way you will receive communications from all your professors and the college. It is your responsibility to check your college email **regularly** for all communications. Emails are not sent to personal email accounts. To access your email, go to: https://my.ctstate.edu/

Course Description:
To be completed by instructor. Take this information directly from the catalog or from a sample syllabus provided by your Chair/Coordinator.

Required Textbook/Materials:
To be completed by instructor. Include all required texts and other materials for your course. Be specific if a certain edition is necessary. If neither a text nor other materials are required, state: "Not required for this class."

CT State gives free access to web applications and downloads of Microsoft Word, Excel, PowerPoint, and OneNote. For more information, go to: Accessing Office 365. Click "Log In" on the upper right of the page. Log in using your Net ID and password.

Student Learning Outcomes:
To be completed by instructor based on consultation with Department Chair or Program Coordinator. **NOTE**: To maintain legal and accreditation standards, all sections of a course must list learning outcomes that have

Instructional Methodology:

Course Delivery:

Evaluation & Grading:

To compute numerical credit point averages, grades are evaluated as follows for each semester hour of credit. Grades on exams, papers, and quizzes, will be based on this grading system.

Grading Standards and Equivalency Table (revised Spring 2024 per23/24 catalog and Faculty Handbook)

Letter Grade	Grade Scale	GPA Equivalency	Description
A	93-100	4.0	Distinguished achievement in all phases of the course or assignment
A-	90-92.99	3.7	
B+	87-89.99	3.3	
B	83-86.99	3.0	High level of achievement in some phases of the course or assignment
B-	80-82.99	2.7	
C+	77-79.99	2.3	
C	73-76.99	2.0	Basic understanding of the subject of the course or assignment
C-	70-72.99	1.7	
D+	67-69.99	1.3	
D	63-66.99	1.0	Minimal performance in the course or on the assignment
D-	60-62.99	0.7	
F	<60%	0.0	Failure
P	-	-	Pass grades do not count in GPA

Final grades and academic standing can be obtained from https://my.ctstate.edu/. Grades listed in a courses' electronic gradebook (such as Blackboard Learn) are not necessarily the final, weighted grade assigned in the course.

Laboratory Class Information: [Optional – remove if not appropriate]

If course has a laboratory component, information should be added here regarding lab safety, requirements, grading, etc.

<u>Supplemental Program Information:</u> [Optional – remove if not appropriate]
If there is important/relevant information regarding overall program requirements as relates to this course, this section should house that information.

<u>Course Evaluations:</u>
All students will be asked to evaluate all their courses using the *Evaluate My Course* link, which appears in their myCTState.edu page toward the end of each semester. These evaluations are very important and give students the opportunity to provide anonymous feedback regarding their educational experience. Only after grades are finalized and released to students do faculty have access to view the anonymous feedback provided by their students.

<u>Course Outline/Readings:</u>
This schedule may be modified at the discretion of the instructor to accommodate students' needs, and the instructor will notify the students when doing so, but students are responsible for being aware of any changes.

To be completed by instructor. Faculty are strongly encouraged to put a calendar or schedule of activities, readings, etc. in this space. Doing so helps to keep students on track and encourages them to plan for tests and assignment due dates.

Academic Integrity:

Academic misconduct includes, but is not limited to, plagiarism and all forms of cheating. Students are expected to do their own work on assignments, laboratory exercises, quizzes, examinations, and any other academic work.

Plagiarism is defined as the submission of work by a student for academic credit as one's own work of authorship which contains work of another author (whether purchased, borrowed, or otherwise obtained, from any source, including the Internet) without appropriate attribution, either intentionally or unintentionally.

Cheating includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff or any other individual or entity; (iv) falsifying laboratory results or other data; (v) submitting, if contrary to the rules of a course, work previously presented in another course; (vi) knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed; and (vii) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

Unauthorized recording or transmissions includes, but is not limited to, the use of any electronic media or device for the transmission and/or recording of class material, unless authorized by the instructor.

Faculty can assign a grade of "F" to any student found guilty of academic misconduct. Such an "F" cannot be overridden by a student-initiated "W" (withdrawal from the specific class or withdrawal from all classes). If a student is found to have multiple infractions, a stronger penalty may be observed. Academic dishonesty can also result in other disciplinary sanctions as defined in the CSCU Student Code of Conduct.

Resources, Policies, and Procedures

The information below should be put into Blackboard and can also be added to a printed syllabus. Students should be made aware that these resources are published in the courses' Blackboard shell.

Absences and Attendance Guidelines:
- The Faculty expects that each student will exercise personal responsibility regarding class attendance.
- All students are expected to attend every class session of each course for which they are registered.
- Students are responsible for all that transpires in class whether or not they are in attendance, even if absences are the result of late registration or add/drop activity at the beginning of a term as permitted by college policy.
- The Faculty defines excessive absence or lateness as more than the equivalent of one week of class meetings during the semester. Distance Learning courses will use criteria established by the Instructor.
- When presence counts towards a class participation grade, excessive absence or lateness may, at the discretion of the instructor, lower a student's course grade.
- Instructors will maintain class participation records.

Here are some suggestions for other comments you may find relevant and may want to include:
If extenuating circumstances arise at any point during the semester, please contact me as soon as possible. We will discuss what action to take concerning your work.

Remember that you are responsible for what goes on in a class you have missed, and you should find out what went on in your absence. To that end, you may want to write down several of your peers' phone numbers and e-mail addresses.

Academic Engagement Policy:
CT State students are expected to actively engage in learning. Current CSCU policy requires that students who do NOT begin participation in each class by a certain date be dropped from the class(es) in which there is

no evidence of active participation. Logging into Blackboard alone does not prove engagement. Changes in enrollment may impact financial aid eligibility. For more information see this link: 1.19 Policy on Grades, Notations, and Academic Engagement.pdf (ct.edu) and watch this Academic Engagement Video.

Blackboard:
(To be completed by instructor with a statement regarding how Blackboard will be used in this class.)
SAMPLE (you can edit): This course makes extensive/moderate/limited use of Blackboard, the digital teaching and learning platform for Connecticut Community Colleges. A copy of this syllabus, class handouts, and assignments will be posted in Blackboard. Students will need access to the Internet; please feel free to use our open computer labs, our library, and the ACE.

Please do not edit: While mobile devices provide convenient access to check in and read information about courses, students should not try to take tests, quizzes, complete assignments, or submit substantive discussion posts in that way because Blackboard is not fully supported on mobile devices at this time. If students have any problem using Blackboard or Blackboard Mobile, they should contact https://cscu.edusupportcenter.com/shp/cscu/home

Class Cancellations:
If a class is cancelled or delayed because of weather or other unforeseen event, instructors may plan for a qualified substitute instructor or plan make-up assignments for any class time missed. Faculty can plan for make-up assignments through a variety of ways including, but not limited to, online/additional class assignments. **Cancellation or delay of classes due to inclement weather is made only by the Chief Executive Officer (CEO) of the College. To learn about these cancellations or delays promptly, please sign-up for MyCTState Alerts for immediate notifications.** For directions to sign up: MyCTState Alert Signup. **Announcements will also be made on the campus websites and on local TV as appropriate.**

Continuing Notice of Nondiscrimination:
Connecticut State Community College does not discriminate on the basis of race; color; religious creed; age; gender; gender identity or expression; national origin; marital status; ancestry; present or past history of intellectual disability, learning disability or physical disability; veteran status; sexual orientation; genetic information or criminal record.

The following person has been designated to respond to inquiries regarding the non-discrimination policies: John-Paul Chaisson-Cardenas, Vice President for Diversity, Equity and Inclusion, CT State Community College, 860-612-7056, jchaisson-cardenas@commnet.edu.

Connecticut State Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.

Deferred Action for Childhood Arrivals (DACA) Students:
The fundamental responsibility of a public education institution is to foster learning, innovation, and strong communities to any student willing to put in the work to learn and achieve. CT State admits students based on a holistic approach and our campuses are open access. CT State does not collect or retain information on undocumented students' immigration status and does not maintain a list of undocumented students.

Office of Disability and Accessibility Services - Students with Accommodation Needs:
Students who require accommodations, based on a documented disability, are encouraged to contact the Disabilities Office, on their campus, at the beginning of each semester. Students needing accommodations may also apply online at this link: https://ctstate.edu/cdas. After providing documentation and completing the intake process, students are then encouraged to speak directly, with their instructor(s), within the first two weeks of the semester, to discuss any approved accommodations (formal accommodation letters will be provided). Accommodations are not retroactive. Instructors, in conjunction with appropriate college personnel,

will provide accommodations, to students, who have provided proper documentation and completed the intake process, with their respective campus Disability officer.

Incomplete:
An "I" is a temporary grade assigned by a faculty member when coursework is missing, and the student agrees to complete the requirements.

Although a student may request an Incomplete from a faculty member; that faculty member is not required to agree to the request. Faculty members should assign an Incomplete when there are extenuating circumstances, such as illness, that prevent a student from completing the assigned work on time. Further consideration should be given to determine if the student has attended for at least 60% of the duration of the course, completed the majority of the course requirements, and - in the judgment of the faculty member - the student can complete the remaining work no later than the tenth week of the next standard semester.

Any faculty member who assigns an Incomplete shall document such an activity, and inform the student, the campus dean of faculty, the Registrar, and other appropriate parties, as needed, using a common form.

Supporting documentation, agreed upon by both the faculty and student, must include:
- a brief description of the requirements to be completed;
- the date by which the coursework must be submitted to the faculty member;
- a statement that the Incomplete will change to a specific letter grade if the work is not completed by the tenth week of the next standard semester.

If a student submits the required work on time, the faculty member shall calculate a grade to replace the Incomplete and submit it to the Registrar no later than the 10th week of the following semester. If a student fails to complete the required work or fails to submit the work by the specified time, or if the faculty member fails to submit a replacement grade, the Registrar shall convert the Incomplete on the student's transcript to the letter grade specified on the original paperwork.

Students with an Incomplete are temporarily ineligible for semester or graduation honors. Upon conversion of the Incomplete to a letter grade, students may retroactively receive semester or graduation honors, and such recognition shall appear on the transcript, provided the student has earned the required GPA.

Library Resources:
The CT State Community College Library supports students, faculty, staff, and the community by providing robust and diverse collections and services; innovative and inclusive campus spaces; and environments that support equity, inspire lifelong learning, and contribute to professional, academic, and personal growth: https://ctstate.edu/library

Mental Health Resources:
Navigating college responsibilities while balancing the demands of life can be a challenge. Many college students often find themselves feeling overwhelmed and struggling to cope. These stressors can interfere with your ability to be academically successful. A licensed Wellness Counselor will help you identify your current stressors, assist you in developing healthy coping skills and connect you to additional resources. For more information: https://ctstate.edu/wellness

Recorded Class Sessions:
If you are recording a class, lab, or other course activity, all faculty must announce to their students prior to the start of a given course session that the session will be recorded. To comply with FERPA, do not disclose any personal identifiable information (PII) from student education records during a recorded class, lab, or other course activity.

Class sessions may be recorded and uploaded to Blackboard and shall be used for the purpose of completing course assignments only. Unless prior permission is obtained or reasonable accommodation granted, students are not permitted to record classes. Students participating in the virtual classroom should refrain from sharing

personally identifiable information from education records. Additionally, U.S. Copyright Law, Connecticut State law, or relevant collective bargaining agreements protect the intellectual property of the faculty member, CSCU, which may include, but is not limited to lectures, demonstrations, or performances. Any redistribution of recordings without the faculty's or the institution's prior approval constitutes academic misconduct and may result in disciplinary sanctions. CSCU reserves the right to delete the class recordings pursuant to CT State law retention requirements after the period of instruction is over.

Smoke-Free Campus Policy:
Section 19a-342 of the General Statues of Connecticut prohibits smoking in any building or portion of a building owned or leased by the state. Smoking is also prohibited in any vehicles owned or leased by the state or any political subdivision thereof (this policy does not apply to personal vehicles). **Smoking shall also be prohibited in all outdoor areas of campus property, including but not limited to parking lots, paths, fields, and sports/recreational areas.**

Student Consent to Class Session Recording:
If you plan on recording class, lab, or other course activities, a one question quiz (YES or NO) provided through Blackboard will be given to each student to provide consent for their likeness to be recorded (please see consent statement below).

Student consent statement to be given to students through Blackboard:
I hereby authorize the faculty and staff at CT State Community College, and those acting pursuant to its authority to: (a) Record my likeness and voice on a video, audio, photographic, digital, electronic or any other medium. (b) Use my name in connection with these recordings. (c) Use, reproduce, exhibit, or distribute solely in the college's Learning Management System (Blackboard). I release the College and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use. I understand that all such recordings, in Blackboard, shall remain the property of the CT State Community College.

Students will be asked to authorize faculty and staff at CT State to record their likeness and voice on video, audio, photographic, digital, electronic, or any other medium during a class, lab, or other course activity session.

Student & Faculty Communication and Processes:
Good communication between students and their instructors can make a big difference in academic experiences. If a student has a question or problem with the course or an assignment, <u>they should always try to talk to their instructor first</u>. Please reach out to your instructor to arrange a time to meet to discuss any issues, questions, or problems you may be facing as soon as possible.

It is the College's policy to provide a mechanism and process whereby a student may formally appeal faculty decisions. When a student uses the appeals procedure, all parties should endeavor to resolve the dispute amicably at the earliest possible stage.

An academic appeal is an allegation by a student that an employee of the college has violated federal or state laws and regulations, college or department policies, accreditation standards, or the policies stated in the course syllabus related to an assigned grade, notation, or other academic decision. A student may seek campus-level review of the assignment of a grade, notation, or other decision affecting academic status in accordance with the procedure outlined in the college catalog.

The campus-level appeal will take place at the campus where the grade, notation, or course being appealed took place. The student shall be afforded the right to present a statement of appeal and relevant information in support of it. The faculty member shall also be afforded the right to present a statement of relevant information regarding the appeal. It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons in violation of this policy. The student is entitled to a written response upon completion of the appeal procedure outlined in the college catalog.

The procedural time frames provided may be modified by the Campus CEO for good cause shown. The decision of the Campus CEO, or designee shall be final.

The procedure for students can be found here: Appeal Procedure

Student Handbook:
Please see the Student Handbook for more information on these and other policies and procedures such as all Code of Conduct violations, smoking policy, and more.

Title IX:
Title IX of the Education Amendments of 1972 is a federal law that protects all students attending or accessing services at an educational institution that receives federal funding. It allows all students to attend school in an environment free of harassment, gender-based violence and discrimination. Violations of your rights under Title IX would be sexual assault, sexual harassment, sex discrimination or gender discrimination. For information regarding the nondiscrimination, disability, and Title IX policies/procedures, contact: John-Paul Chaisson-Cardenas, Vice President for Diversity, Equity and Inclusion, CT State Community College, 860-612-7056, jchaisson-cardenas@commnet.edu.

Tutoring Resources:
All campuses offer tutoring centers which are and welcoming environment for all students. We are here for you. The centers support you in completing assignments and allowing you to advance in academic programs. We offer in-person and on-line tutoring. . For detailed information and campus links for tutoring services, please see the Tutoring/Academic Success Centers section in the Student Handbook.

Veterans:
If you are a veteran and you believe your military experience or commitments may affect your attendance or participation in this course, please speak with me outside of class to discuss ways to accommodate your needs. For detailed information and campus links for Veteran's services, please see the appropriate section in the Student Handbook.

Withdrawal Deadlines:
Withdrawal dates, along with Refund Deadlines for the various course schedules can be found on the College's website at: https://ctstate.edu/academic-calendar

Withdrawal Policy:
Withdrawing from a course can affect students' academic progress as well as their financial aid. If a student is considering withdrawing, they should first talk to their instructors about their current progress and explore alternatives. If students are on financial aid, talk to that office to understand any consequences. If students decide to withdraw, they must submit a written withdrawal request to the Office of the Registrar by the appropriate deadline. Withdrawals can be made in person, by mail, or online through your student account at https://my.ctstate.edu/. **NOTE: Students are responsible for completing appropriate withdrawal paperwork; instructors do not withdraw students from their classes.**

For a list of the campus GPA offices and additional information on financial aid, please see the Academic Advising and Financial Aid sections in the Student Handbook.