**ASNUNTUCK COMMUNITY COLLEGE SAMPLE SYLLABUS \***

*\*Please note that while you are not required to use this template, you are required to include all of the information listed below in your syllabus.*

**Course Code & #:**

**Course Title**:

**Credit/Semester Hours:**

**Year and Semester:**

**Instructor:**

**Class Meeting Location:** (for on-ground classes)

**Class Meeting Time:** (for on-ground classes)

**Office Location and hours of availability:**

**Required or optional (specify which) lab hours:**

**Texts and other required or recommended materials:**

**Course Description:** This should include the verbatim description that is on ACC’s website.

**Course Prerequisites:** This information should be in the course description that is on ACC’s website. Please check with your Coordinator or Department Chair if you have any questions.

**Course Objectives:** These are determined at the Program level. They specify in some detail what students can expect to be covered in the course and the levels of understanding the student should achieve. For more information about the objectives for your course, please see your Coordinator or Department Chair.

**Course Outcomes:** This should specify in detail what skills or knowledge the student will have upon completion of the course. If you have questions contact your Coordinator or Department Chair.

**Course Format:** Provide a general summary of the style of delivery used for this class. Include expectations for student participation, the structure of lectures and discussions, the use of outside readings, and specifics regarding outside assignments such a group projects or off-campus activities. If there are labs, provide details on how they operate. You may also want to highlight how much outside work is generally required per week.

**Assessment & Grading:** Clearly state how you will assess student learning. What are the specific breakdowns of how students’ final course grade will be determined? It is especially important to clearly state your policies on accepting late work and on making up tests/exams.

Course Grading: A = 100-93; A- = 92-90; B+ = 89-87; B = 86-83; B- = 82-80; C+ = 79-77; C = 76-73; C- = 72-70; D+ = 69-67; D = 66-63; D- = 62-60; F = 59-0

**Attendance and Participation Policy**: It is important to state your expectations for attendance and participation. Consider establishing guidelines for student absences or participation in class activities.

**Course Schedule:** Provide a description or information on the schedule of course topics or reading assignments by class/week and/or test dates.

**To be in compliance with various federal regulations, the following language must be included verbatim.**

**Academic Credit Hour**

Asnuntuck Community College is in compliance with the federal definition of credit hour. For each credit hour, the college requires, at a minimum, the equivalent of three hours of student academic work each week. For instance, a typical 3-credit class during a 15-week semester involves a minimum of 9 hours of work per week. Academic work includes, but is not limited to, direct faculty instruction, e-learning, recitation, laboratory work, studio work, field-work, performance, internships and practica. Additional academic activities include, but are not limited to, reading, reflections, essays, reports, inquiry, problem solving, rehearsal, collaborations, theses, and electronic interactions. Student work reflects intended learning outcomes and is verified through evidence of student achievement.

**Semester Hour**

Courses designated by semester hour are intended to prepare students for credit hour course work. Semester hour designations have expectations of 50 minutes of classroom or direct faculty instruction and a minimum of 2 hours of student work outside of class each week for each semester over approximately 15 weeks. (Semester hour courses do not count towards graduation).

**Student Disabilities – Services**

Asnuntuck Community College, under the jurisdiction of the Board of Regents is “committed to the goal of achieving equal educational opportunity and full participation for people with disabilities in the community colleges.” Please refer to the Persons with Disabilities: Policy Statement in the 2019-2020 Asnuntuck Community College catalog.

Asnuntuck welcomes students with disabilities and embraces the opportunities to provide positive experiences for all of our students. It is, therefore, the policy of Asnuntuck Community College to provide reasonable academic adjustments for students with a documented disability. Students with documented disabilities are encouraged to notify Deborah Kosior, 504/ADA Coordinator, [AS-DisabilityServices@asnuntuck.edu](mailto:AS-DisabilityServices@asnuntuck.edu) (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT. 06082.

**Notice of Non-discrimination**

Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator [yzelinka@asnuntuck.edu](mailto:yzelinka@asnuntuck.edu) (860) 253-3092 and Deborah Kosior, 504/ADA Coordinator, [AS-DisabilityServices@asnuntuck.edu](mailto:AS-DisabilityServices@asnuntuck.edu) (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

**To be in compliance with various federal regulations, the above language must be included verbatim.**

**The following text must be included by all CSCU faculty in their syllabi if they are planning to use SafeAssign. It is recommended for inclusion even if you are not planning on using anti-plagiarism options currently, and change your mind at a later date. You can simply copy and paste the text.**

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**SafeAssign Syllabus Statement**

SafeAssign, Blackboard’s anti-plagiarism detection software, may be used in this course. Anti-plagiarism detection software products assist faculty and students in preventing and detecting plagiarism. Professors may utilize this software in order to check the originality of the academic work students submit in a course by comparing submitted papers to those contained in its database consisting of submitted papers and other sources. Anti-plagiarism detection software returns an “originality report” for each submission. The report is limited in scope to merely identifying passages that are not original to the author of the submitted work and which may include correctly cited quotations and information. Professors and students must carefully review such reports. No adverse action may be taken by a professor with respect to a student solely on the basis of an originality report which indicates the potential for plagiarism.

In this course you may be asked to submit your academic papers and other creative work containing personally identifiable information for originality reporting. By doing so, your work along with personally identifiable information will be retained in the product database and may be subsequently reported out containing your personally identifiable information not only to your professor, but also to professors of other universities and colleges within Connecticut State Colleges and Universities (CSCU) as part of subsequent originality reports.

You may decline to submit your work for originality reporting. If so, you must be provided an alternative method in which to submit your work. However, your professor, after removing your personally identifying information, may nonetheless submit limited portions of your academic work for originality reporting.

**Starfish Syllabus Statement**

Asnuntuck Cares About Your Success!

Throughout the term, you may receive emails from Starfish*®* regarding your course grades or academic performance. Starfish is an online resource found on my.commnet.edu that allows faculty, staff, and current students to easily connect, find resources, and communicate to help promote overall student success. **Please check your school email regularly and take the recommended actions.** They are sent to help you be successful!

In addition, your instructor may:

1. request that you schedule an appointment through Starfish
2. refer you to a specific campus resource, such as tutoring, transfer advising, or career counseling. One of these services may also contact you directly.

We hope that you find Starfish useful and an easy way to communicate and connect with your instructors and resources on campus!

**Suggested Language on Mandated Reporting and Title IX**

Under federal law, all faculty and staff who are made aware of a possible incident of sexual assault, sexual harassment, stalking, intimate partner violence, domestic violence, and/or dating violence are mandated reporters. This means that any disclosed incidents you share in person, via electronic communication, or in a written assignment to a faculty member needs to be reported to our Title IX Coordinator Yhara Zelinka, Room 111 (860) 253-3092 [yzelinka@asnuntuck.edu](mailto:yzelinka@asnuntuck.edu)

While our conversation/communication will be private, it will not be confidential, given my status of Responsible Employee. If you would like to speak with someone **confidentially**, please contact: **The Network Against Domestic Abuse**: Hotline phone number (860) 763-4542 statewide hotline (888) 774-2900 Or **YWCA –Sexual Assault Crisis Service** confidential 24-hour hotline English – (888) 999-5545, Spanish – (888) 568-8332, local Hartford – (860) 547-1022. Resources available at [Title IX at ACC](https://asnuntuck.edu/student-resources/title-ix-at-acc/) (<https://asnuntuck.edu/student-resources/title-ix-at-acc/>).