**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:** Fall 2020

**Instructor:**

**Instructional Method:** [indicate if the class is HYBR, LRON, or ONLN and delete the other instructional methods and their description as needed]

HYBR – Online and Classroom – Hybrid classes meet for half of the scheduled class time on campus (**synchronous**) and the remainder of the time is delivered in an **asynchronous** manner using Blackboard and/or a publisher platform. Students in an HYBR course need access to a reliable computer with internet connection. All social distancing guidelines will be followed for any class time that is held on campus. Students registering for a HYBR course will need to be prepared to transition to a fully online format if the need arises at any point in time.

LRON - Live/Remote & Online Component – Fully online classes with specific virtual meeting days & times (i.e., **synchronous**) as well as **asynchronous** completion of learning activities and coursework using Blackboard and/or a publisher platform. Students and instructors are required to meet virtually during their scheduled class time for no less than 1/3 of the scheduled class time. Students enrolling in an LRON course need access to a reliable computer with internet connection, microphone, and web camera. Live instruction is conducted via a video conferencing platform; students should expect to turn their camera on and access their computer’s microphone during class meeting times.

ONLN - Fully Online – A fully online class with flexible scheduling and an **asynchronous** learning environment. Blackboard and/or a publisher platform are used for the delivery and organization of course materials. Students in an ONLN course need access to a reliable computer with internet connection.

**Recording of Class Sessions:** [The following statement must be included in any course syllabus in which class sessions will be recorded regardless of course format.]

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 or Asnuntuck Community College, 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 or Asnuntuck Community College reserves the right to delete the class recordings pursuant to CT State law retention requirements after the period of instruction is over.

* [Instructors must announce at the beginning of each recording that the class session will be recorded and uploaded to Blackboard.]
* [In order to establish student consent to recording of classes create a 1 question quiz in Blackboard “I consent to having classes recorded in my ENG\*101: Composition CRN #### course.” (customize with your course number, name, and CRN #) Student response options would be “yes” or “no”. Any student who responds “no” needs to be redacted from any recordings. This is a one time quiz that will establish consent for the duration of the semester.]

**Class Meeting Location:** [for HYBR and LRON classes]

**Class Meeting Time:** [for HYBR and LRON classes]

**Office Location and Hours of Availability:** [full time faculty - describe how and where you are providing office hours and for adjuncts - how students can reach you if they have questions]

**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

***Academic Engagement:***

*Asnuntuck students are expected to actively engage in learning. CSCU policy requires that students who do NOT begin participation by a certain date after the beginning of each class must be dropped from the class(es) in which there is no evidence of active participation.*

*Academic engagement includes, but is not limited to:*

* *Attending a class where there is an opportunity for direct interaction between the instructor and students*
* *Submitting an assignment or taking an exam*
* *Engaging in an interactive tutorial or computer-assisted instruction*
* *Taking part in a study group assigned by the instructor or ACC tutor*
* *Participating in an online discussion about the course material*
* *Initiating contact with a faculty member to ask a question about the academic subject studied in the course*

*Academic engagement does not include:*

* *Logging into an online class without active participation – Logging into Blackboard or other publisher systems alone doesn’t count as active participation*
* *Participating in academic counseling or advising*

*Faculty/ Instructors/ Asnuntuck staff will determine whether academic engagement has occurred. A student’s certification of participation that is not supported by documentation cannot count as engagement.*

**A Community of Learners Statement:** “A goal for this course is that we shall all contribute to a climate that promotes a Community of Learners. This includes participating in an instructional environment that promotes respect, interaction, and communication. Respectful language and behavior are expected of all students during classes and class discussions.” (Source: McGuire, J. M. (2007, Spring). *EPSY 336: Individual pupil assessment.* Course syllabus, Department of Educational Psychology, University of Connecticut, Storrs, CT.)

**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 2020-2021 Asnuntuck Community College catalog.

Students with Disabilities (including short-term impairments): If you are a student with a documented disability and you believe you will need accommodations or academic adjustments for this class, it is your responsibility to contact Deborah Kosior, 504/ADA Coordinator in the Office of Disability Services at AS-DisabilitySerivces@Asnuntuck.edu or 860-253-3005. To avoid any delay in receipt of accommodations or academic adjustments, you should contact the Office of Disability Services as soon as possible. In response to your request, the Office of Disability Services may ask you to provide supporting medical documentation, diagnostic test results or professional prescriptions to evaluate your request for the accommodations or academic adjustments. The Office of Disability Services may also obtain its own professional determination of whether specific requested accommodations or academic adjustments are necessary. Please note that accommodations or academic adjustments cannot be provided until approved and an accommodation letter from the Office of Disability Services has been received by faculty and student. If you experience a temporary impairment, and medical condition it interferes with your schoolwork, call 860-253-3005.

**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 (860) 253-3092 and Deborah Kosior, 504/ADA Coordinator, 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!

**Mandated Reporting and Title IX**

Under federal law, all faculty and staff who are made aware of a possible incident of “covered sexual harassment” which includes 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

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 Services** 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/>).