# 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 & #:

## CRN#:

## Course Title:

## Credit/Semester Hours:

## Year and Semester: Fall 2021

## Instructor:

## Instructional Method:

[indicate if the class is HYBR, LRON, ONLN, or TRAD 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. Students will also be expected to participate remotely using Blackboard and/or a publisher platform on days when campus is closed due to inclement weather.

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. Students should also be prepared to attend virtually during their scheduled class time despite inclement weather, such as snow, etc.

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. Students should be prepared to participate virtually and meet deadlines outlined in course syllabi despite inclement weather, such as snow, etc.

OLCR – Online with a On Campus Requirement – Online with a Campus Requirement (such as orientation or assessment not instruction) – An online class in which all of the instruction takes place online (i.e., **asynchronous**). Blackboard and/or a publisher platform are used for the delivery and organization of course materials. There is some “in-person” non-instructional component to the class, such as an initial orientation or proctored assessment(s) as designated by the instructor. Students in an OLCR course need access to a reliable computer with internet connection. Students should be prepared to participate virtually and meet deadlines online in course syllabus despite inclement weather, such as snow, etc.

TRAD – On Ground - Traditional – Fully on-ground course that meets on campus on the scheduled day/times (i.e., **synchronous**) listed.

## 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, LRON, and TRAD classes; for OLCR classes indicate the required on-campus component of the class]

## Class Meeting Time:

[for HYBR, LRON, and TRAD classes; for OLCR classes indicate the required on-campus component of the class]

## Office Location and Hours of Availability:

[describe how and where you are providing office hours and 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 opportunity for direct interaction between students and instructors (this can be physically attending a class on-campus -or- attending a scheduled/synchronous/ LRON class)
  + Note: the New England Commission of Higher Education (NECHE) does not require institutions to be attendance taking, and institutions are not considered attendance taking for Title IV (financial aid) purposes.
* Submitting an academic assignment
* Taking an exam, quiz, survey, or other assessment
* Engaging in an interactive tutorial or computer-assisted instruction
* Participating in an online discussion about academic matters
* Initiating contact with a faculty member to ask a question about the academic subject studied in the course
* Initiating contact with a faculty member to express difficulty in accessing course materials, Blackboard site, etc.

Academic engagement does not include:

* Logging into an online course without active participation – Logging into Blackboard or other publisher systems alone doesn’t count as active participation
* Participating in academic counseling or advising
* Engaging in clubs and other student activities not directly related to coursework

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.

## Technology Resources:

Computer and online access for ONLN, LRON, HYBR, and OLCR classes is a requirement. **Please note - Phones/mobile devices are not adequate for college coursework.** Technology resources for students can be found on the [Blackboard & Technical Support page of ACC’s website](https://asnuntuck.edu/support/) (<https://asnuntuck.edu/support/>). In addition to maintaining regular access to a computer and internet, students must have a back-up plan as well. The following is a list of resources available to assist students with developing a technology plan:

* Student Computer Labs – Student Computer Labs are available Monday – Thursday 9 AM – 7 PM and Fridays – 9 AM – 3 PM. Access to the Student Computer Labs is by appointment only. To book an appointment, please use this link: ([Student Computer Lab Appointment](https://outlook.office365.com/owa/calendar/ACCLabSchedule@ctregents.onmicrosoft.com/bookings/))
* Computers or public access wifi are also available in the Library when it is open for on-campus hours (Monday – Thursday 8:30 AM – 8:00 PM, Friday 8:30 AM – 4:40 PM, Saturday 9:00 AM – 2:00 PM). Access to the Library is by appointment only. To book an appointment, please use this link: ([Library Appointment](https://outlook.office365.com/owa/calendar/ACCLibraryCalendar@ctregents.onmicrosoft.com/bookings/))
* ACC has some remote learning equipment (e.g., laptop computers, hotspots, webcams) to lend to students on a first-come-first-serve basis. Please submit a request by clicking on the following link: [Student Request for IT Equipment](https://forms.office.com/Pages/ResponsePage.aspx?id=ePidZ3onakmsjdmeWGBt2TBWJnQmk-ZAmQfBvLEV41lUNENVWk5TVVlLN0RNQlMzVktFWU85RElYMy4u)
* Many public libraries offer free wifi and some may offer hotspots that can be checked-out. Check with your local library to see what resources are available.
* Several towns have compiled a list of free wifi spots. Use the [Town of Enfield’s list](https://www.enfield-ct.gov/140/Free-Wireless-Internet-in-Enfield) to find wifi spots near campus. (<https://www.enfield-ct.gov/140/Free-Wireless-Internet-in-Enfield>)
* Students taking a HYBR or LRON class who need a designated learning space during live remote class meetings can sign up [here](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Foutlook.office365.com%2Fowa%2Fcalendar%2FACCIndividualStudySpace%40ctregents.onmicrosoft.com%2Fbookings%2F&data=04%7C01%7CTFoley%40acc.commnet.edu%7Ce4b544de0cf54e04caa108d8b322a95b%7C679df878277a496aac8dd99e58606dd9%7C0%7C0%7C637456308740772434%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=bu0AISeR59FVdcoNuudp8ddvvksyd1WmWkKsPAchzQY%3D&reserved=0) to access an Asnuntuck classroom.

A Community of Learners Statement: [optional]  
“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 2021-2022 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 submit a request through our Accommodate System at <https://asnuntuck-accommodate.symplicity.com/public_accommodation/> . Any questions or trouble accessing the site, please contact our Office of Disability Services at [AS-DisabilityServices@Asnuntuck.edu](mailto:AS-DisabilityServices@Asnuntuck.edu) or 860-253-3005. To avoid any delay in receipt of accommodations or academic adjustments, you should submit your request 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. For students previously approved through Disability Services, to continue your accommodations, you will need to renew them and request your Accommodation Letter by submitting a Semester Request through Accommodate at: <https://asnuntuck-accommodate.symplicity.com>. If you experience a temporary impairment, and medical condition that interferes with your schoolwork, call 860-253-3005 or email at [AS-DisabilityServices@Asnuntuck.edu](mailto:AS-DisabilitySerivces@Asnuntuck.edu)

## 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: Timothy St. James, Interim Dean of Students/Title IX Deputy, [tstjames@asnuntuck.edu](mailto:tstjames@asnuntuck.edu) (860) 253-3011 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 college 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 advising. 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 Timothy St. James, Interim Dean of Students/Title IX Deputy, [tstjames@asnuntuck.edu](mailto:tstjames@asnuntuck.edu) (860) 253-3011

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/>).

## Proctorio Test Proctoring Software

**[Note: Only include this section if you plan to use Proctorio in your class and have attended the required training session]**

[Note: If you plan to use the test proctoring software Proctorio in your course please include the following statement in your syllabus. You will need to edit the specific pieces which call for instructor input. In order to use the software program in your course you must first attend a training by Procotrio which is offered through the CSCU System Training Calendar.]

In this class I use Proctorio to remotely proctor quizzes and exams. Proctorio is an online program that is part of our Blackboard course. It creates a test environment through which your identity will be verified and then the quiz/exam will be administered and recorded. I use Proctorio to ensure (faculty chose one: accreditation standards, academic integrity, transferability of the course). I realize taking a quiz or test can make anyone feel anxious, and I hope using Proctorio does not add to your anxiety.

### What do you need for Proctorio?

* A desktop computer or laptop with a webcam and microphone,
* Reliable internet connection,
* A quiet place to take the quiz/exam,
* The [chrome browser](https://www.google.com/chrome/browser/) with the [proctorio extension](https://getproctorio.com/) installed. The proctorio extension can be removed after the quiz/exam. [Proctorio system requirements](https://proctorio.com/system-requirements)
* A photo identification card (e.g., college id, driver's license, other form of state or federally issued photo id)

If you do not have appropriate technology, please notify me so that we can discuss strategies for you to successfully complete the requirements of this course.

### How does Proctorio monitor a quiz/exam?

It makes a video recording via your web cam of you or anyone else physically present in the room where you are taking the exam,

* It may record any web browsing during the exam,
* It may lock down your browser to prevent browsing,
* It may disable printing from your computer during the exam,
* Depending on the settings I have chosen, it may ask you to do a room scan, turning your web camera in a 360-degree pan to survey the room. Proctorio may ask more than once if the program hears noises: the application is trying to ensure there is nobody else in the room.

### Is Proctorio secure?

Proctorio recordings are only available to me, and the extension only runs during the quiz or exam. Therefore, no student privacy rights are violated, nor is the security of computers or laptops jeopardized. Proctorio is FERPA compliant. Proctorio does not access any of your personal computer’s documents or files. Proctorio privacy information can be found here: <https://proctorio.com/about/privacy>.

Proctorio has been recognized by The [IKeepSafe](https://ikeepsafe.org/) Coalition for meeting the highest data security and privacy standards, allowing Proctorio to be the first and only remote proctoring software to earn the iKeepSafe certification. Proctorio is **NOT** a spyware.

* Proctorio cannot and will not access any personal files or documents.
* During a quiz/exam, Proctorio may take screenshots of the desktop, detect the number of computer monitors connected to the computer, or record web traffic. This information will only be recorded if I as the instructor have enabled it within the quiz/exam settings. The information is stored with zero-knowledge encryption, which means the data is encrypted both in transit and at rest.
* Once a quiz/exam is completed, Proctorio no longer has access to this information.
* It is impossible for anyone at Proctorio or any of its affiliates to view quiz/exam recordings. They are only accessible to me as the instructor.
* Proctorio never stores academic information from any of its users.

### Where can you learn more about Proctorio?

Proctorio offers 24/7 support and can answer your questions by chat by clicking the shield icon in Chrome, by email at support@proctorio.com, or by phone at 1-866-948-9087 or 1-480-428-4076. Alternatively, you can visit [Proctorio’s support page](https://proctorio.com/support) and start a live chat with Proctorio customer service by clicking the “start live chat” button.

All students must review the syllabus and the requirements including the online terms and video testing requirements to determine if they wish to remain in the course.

[Proctorio Accessibility Standards and Guidelines](https://proctorio.com/accessibility) are available. These include compatibility with screen readers and the ability to extend time for students with a documented need. If you have a documented disability and still have concerns, please talk to me or contact Disability Services.

Instructor's Proctorio policy:

**(Filled in by the instructor)**

EXAMPLE: The mid-term and the final exam will both be administered using Proctorio. You will have a 24-hour time frame within which to take the exam, but once you open the exam, it must be completed in 3 hours. I will provide access through Proctorio to a calculator and other resources as needed. Prior to administering the exam, I will explain which settings I have configured in Proctorio. Additionally, I will be giving a practice assignment so you can become familiar with using Proctorio and identify any issues before an actual exam.