

**Note:** This template has been designed by the General Education Committee and has been reviewed and endorsed by faculty across departments. This is a *syllabus template* to use in your course. Please feel free to *add or remove* certain items to adapt this template to your course. However, it is strongly recommended that you retain the yellow highlighted areas in your syllabus.



Of The City University of New York  
500 Grand Concourse Bronx, N. Y. 10451

Course Name

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**Faculty Information**

Instructor Name

Office

Office Hours

Phone

Email

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**Course Description**

As it appears in the college catalogue for your course  
*Include Pre and co requisites as appears in the college catalogue*

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**Course Meetings**

*Section:*

Lecture Meeting Days/Times

Lab Meeting Days/Times (if applicable)

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**Course Books**

Include Title, author, edition, year and ISBN

Optional Section: **Additional Required Course Materials**

Example: The following copyrighted materials are the sole property of the instructor and are available on blackboard free for students enrolled in this course only.

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### **Grading Criteria**

Grading scales (A-F) and/or breakdown of grading percentages for course work (i.e. attendance, assignments, journals, papers, exams, etc.).

For example:

1. Test 1 10%, Test 2 30%, Test 3 10%, Test 4 50%
2. A = 93-100, A- = 90-92, B+ = 89-89, B = 83-86, B- = 80 – 82, C+ = 77-79, C = 70-76, D = 60-69, F = 00-59

### **Lecture Outline**

Show students when: Concepts will be covered in class, assignments and papers are due, exams will be administered and if there are special dates like a Monday schedule on a Wednesday.

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### **Student Learning Outcomes**

List what students will be able to do upon the completion of the course.

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### **Teaching Methods**

Provide a list of methods used to disseminate information that help students learn course material.

*For example:*

1. Audiovisual presentations and handouts.
2. Classroom lectures, discussions and demonstrations.

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### **Classroom Policies**

Tell students about your expectations regarding classroom interactions and professional behavior.

*For example:*

1. Cell phones and beepers must be turned off or placed on “vibrate” mode when in the classroom.
2. Students arriving after the class has begun should enter the classroom quietly without making any unnecessary noise.
3. Unruly and/or disruptive behavior may be subject to disciplinary action.
4. Students who interrupt the educational process will be dismissed from the class and referred to the Disciplinary Committee to determine if negative incentives or additional sanctions, including suspension or dismissal from the program, are warranted.

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### **Course Requirements**

Tell students what they need to succeed in the course. These requirements go beyond the textbook, and lab equipment, and can reference prior knowledge or skills that will be built upon.

*For example:*

The student must have access to the internet, including an active Blackboard account. Blackboard will be used for communication and posting course materials, assignments and web site links.

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### **Student Responsibilities**

Demonstrate the prior knowledge, emotional intelligence and skills students should have; behavior students should exhibit and standards you expect from students for the course.

*For example:*

1. Use Blackboard and keep Hostos email accounts active.
2. Keep Hostos email accounts accessible for new mail. Check and empty email periodically.
3. Communicate with faculty using their *Hostos email*.
4. Come to class on time.
5. Perform all lesson objectives, activities and reading assignments.
6. Complete and hand in all written assignments on or before their due date.
7. Demonstrate proficiency with all homework and written assignments.
8. Demonstrate a significant amount of critical thinking and analysis. Therefore, the student's quantity and quality of participation will be factored into the grade.

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### **Use of Electronic Devices**

Give your expectation and tolerance level for the use of electronic devices during class time.

*For example:*

1. Cell phones and beepers must be turned off or placed on "vibrate" mode when in the classroom.
2. Students arriving after the class has begun should enter the classroom quietly without making any unnecessary noise.
3. Unruly and/or disruptive behavior may be subject to disciplinary action.
4. Students who interrupt the educational process will be dismissed from the class and referred to the Disciplinary Committee to determine if negative incentives or additional sanctions, including suspension or dismissal from the program, are warranted.

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### **Attendance Policy**

Clarify the attendance policy and ways that attendance is factored into the grade for the course.

*For example:*

1. All classes are mandatory.
  2. If a student is absent from more than 15% of the classes the instructor may lower the grade or fail the student for excess absences.
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### **Lateness Policy**

Clarify the lateness policy and ways the policy is integrated into the grade for the course.

*For example:*

1. Students are required to come to class on time.
  2. Three latenesses will be counted as one absence from class.
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### **Academic Integrity**

Provide a statement telling students that cheating is not tolerated.

*For example:*

Academic Dishonesty is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion, as provided within the College Catalogue: [http://www.hostos.cuny.edu/sdem/student\\_life\\_aip.html](http://www.hostos.cuny.edu/sdem/student_life_aip.html) . Students are responsible for upholding the academic integrity of the program by not participating either directly or indirectly in acts of cheating and by discouraging others from doing so. Students' responsibilities include, but are not limited to, the following.

*No student shall:*

1. Give or receive any assistance or communicate in any way with another student while an examination is in progress.
  2. Use unauthorized notes, books or other materials during an examination.
  3. Attempt to obtain or disseminate the content of any examination prior to its distribution by the proctor.
  4. Procure or distribute answers to examinations in advance.
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### **Written Assignments**

Provide instructor expectations regarding writing assignments.

*For example:*

1. Written assignments must be the product of the student's own research.
2. No student shall submit work that has been written by someone else or copied from an outside source.
3. No student shall submit work that has been previously submitted in either whole or part for academic credit. This is termed "self-plagiarism."
4. Late assignments may not be accepted; if accepted, points will be deducted.
5. Students who engage in academic dishonesty will receive a grade of zero for the assignment.

6. All violations of the academic integrity policy shall be referred to the Disciplinary Committee to determine if negative incentives or additional sanctions - including suspension or dismissal from the program - are warranted.
  7. HCC Library offers workshops and provides assistance on how to avoid plagiarism.
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### **Examination Policies**

Make explicit the expectations and standards of conduct during testing periods.

*For example:*

1. No student may remove an exam from the classroom under any circumstances.
2. Exams are timed; they must be completed within the stated time frame.
3. Students who arrive late for an exam will not receive extra time to complete the exam.
4. No credit will be given for questions left unanswered regardless of the reason.
5. Students are responsible for correctly completing all test answer sheets.
6. When using a scantron answer sheet, a number “2” pencil must be used to fill in the bubbles.
7. No credit will be given for incompletely erased answers or blanks on a scantron.
8. All requests for make-up exams will be determined by the instructor, based upon the merits of the request, on a case-by-case basis. *Submitting a request for a make-up exam does not guarantee that permission will be granted.*

### **Tutorial and Counseling Services**

Provide information about the Hostos Academic Learning Center and the Counseling Center to support the development of student mastery in the course and in life.

*For example:*

The Hostos Academic Learning Center (HALC), located in C-596, is a complete learning environment that allows students to receive the academic help they need in a setting that is rich in resources and supports academic success. Throughout the academic year, HALC schedules activities that focus on the skills development of students, including tutorial support, self-guided tutorials, Basic Skills Preparatory workshops, and in-center workshops, some of which are offered through the Writing Center.

Hostos Counseling Center offers a variety of services in English, Spanish, French and German, including individual and group counseling, crisis intervention, consultations and referrals to on- and off-campus resources. Please call (718) 518-4351 if you are in need of any counseling support.

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### **Students with Disabilities**

Expose students to the policy and college contact information for Accessibility Resource Center.

The [Americans with Disabilities Act](#) (ADA) prohibits discrimination based on disability and requires the College to be physically and programmatically accessible. Beyond the basic requirements of the ADA, Section 504 of the Rehabilitation Act and New York State and New York City statutes, the college has created an office, Services for Students with Disabilities (SSWD) that provides services to help each student with a disability maximize his or her potential for success. Based on an intake interview and documentation provided by a student, a variety of accommodations may be provided to assist qualified students to attain their academic objectives. Intake and counseling are provided in English and Spanish. As provided within the College Catalogue <http://www.hostos.cuny.edu/sswd/txt/html/geninfo.html>.

As required by section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, reasonable accommodations are provided to ensure equal opportunity for students with verified disabilities.

If you have a disability that requires accommodations, contact the

**Accessibility Resource Center (ARC)**

Raymond Perez, Director

Maria Pantoja, Disability Services Coordinator

Savoy (D) Building

120 Walton Ave, Room D-101L

Bronx, NY 10451

Phone: (718) 518-4454

E-mail: [mperez@hostos.cuny.edu](mailto:mperez@hostos.cuny.edu)

[mpantoja@hostos.cuny.edu](mailto:mpantoja@hostos.cuny.edu)

If you are already registered with Accessibility Services and have a letter from them verifying that you are a qualified student with a disability, please present the letter to the instructor as soon as possible. The instructor will work with you and Accessibility Services to plan and implement appropriate accommodations