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| Syllabus for ABC101 | logo of Suffolk County Community College |

# Welcome to ABC101: Introduction to College

This syllabus gives you some important information about our class’s policies, expectations, schedule of assignments, and resources and information to help you succeed. You’ll want to refer to this all semester—and be sure to ask me if you have any questions! It’s also in our class website in the Content > Syllabus folder so you always have access to it.

# Course Information

Course Code and Name: ABC101: Introduction to College

CRN and Section Number: CRN 12345, Section 101

Semester and Year: Fall 2022

Course Modality: Hybrid — We will do a good deal of work online in our class website at   
[sunysuffolk.edu/mylearning](https://www.sunysuffolk.edu/mylearning) as well as meet on campus at the times shown below; students must do both the online and the on-campus components.

Class Meeting Location: Ammerman Campus, 123 Grant Building

Class Meeting Times: Every Monday 12:30 am to 1:45 pm

# Faculty Information

Professor Name: Professor FirstName LastName

Professor Email: lastnaf@sunysuffolk.edu

Professor Phone: 631-451-8511

Professor Webpage: sunysuffolk.edu/explore-academics/majors-and-programs/\_\_\_\_\_\_\_\_\_\_  
Office Location: Ammerman Campus, 101 Grant Building

On-Campus Office Hours: Mon 9-10 am, Tue 11 am-12:30 pm, Wed 9-10 and by appointment

Online Office Hours: Thu 8-9:30 pm via Zoom (link is in class website)

Office hours are set times when I’ll be available each week in my office or via Zoom at the times listed above to provide extra assistance on course material, review your coursework or discuss your grades, get advice about studying, answer your questions about our class or provide academic advisement. I’m also available by appointment: I’m happy to set up a quick Zoom or to chat with you using the Brightspace Instant Message feature (works like texting), so let me know when you’d like to chat and we’ll figure out a date and time that works for both of us.  
  
When you contact me by email, you can expect a response within 24-48 hours, and I’ll make every effort to reply within 24 hours. It’s very helpful if you include your name and which class you’re enrolled in as well as a *specific* message about what you need help with.

# Course Description

This is the college’s official description of our class, along with any prerequisites (classes that must be taken before this one) or co-requisites (classes that must be taken at the same time as this one):

* *Insert catalog description from* [*SCCC Course Search*](https://www.sunysuffolk.edu/explore-academics/courses/index.jsp)

# Student Learning Outcomes

Learning outcomes describe the observable skills, abilities, and knowledge individual students should be able to demonstrate upon completion of a college course. Below are the learning outcomes for this class.

Upon completion of this course, students will be able to:

1. *Insert list of student learning outcomes from* [*SCCC Course Search*](https://www.sunysuffolk.edu/explore-academics/courses/index.jsp)

In addition, you should be familiar with the [SUNY General Education Framework](https://www.sunysuffolk.edu/explore-academics/majors-and-programs/curriculum-requirements.jsp), which outlines the courses all SUNY students must take to earn an associate’s degree.

# Chosen Names and Pronouns

SCCC has a [Chosen Name Policy](https://www.sunysuffolk.edu/legalaffairs/documents/e32f20chosennamepolicy.pdf) because we are committed to [an environment respectful of personal and social expression in the spirit of representing our diverse community](https://www.sunysuffolk.edu/experience-student-life/csjhu/lgbtq-plus/chosen-name-policy.jsp). I will happily honor any student’s request to be addressed by an alternative name from what is indicated on the roster as well as each student’s chosen pronouns.

# Diversity and Inclusion

In alignment with our institutional mission and strong support of diversity, equity, and inclusion, SCCC reaffirms its commitment to providing access to higher education and a welcome environment to all students. No matter your age, race, ethnicity, national origin, gender identity or expression, sexual orientation, family status, U.S. citizenship status, religion, socio-economic status, political ideology, military-connected status, or intellectual or physical ability—**you belong here**. Therefore, in this class, we will maintain an atmosphere of mutual respect, civil discourse and cross-cultural communication. The college prohibits discrimination and harassment as explained in the [SCCC Non-Discrimination Notice](https://www.sunysuffolk.edu/about-suffolk/administration/human-resources/non-discrimination-notice.jsp) policy.

# Required Textbook and Materials

Textbook Title: The Essentials of Syllabus

Author: FirstName LastName

Edition & Date: 7th edition, 2021

Publisher: Academic Publishing

ISBN: 123456789

Our textbook is available at the [SCCC bookstore](https://www.sunysuffolk.edu/current-students/bookstore.jsp). To access the films we’ll watch in class, log into [SCCC Library website](https://www.sunysuffolk.edu/explore-academics/library/index.jsp), click [Streaming Videos](https://libguides.sunysuffolk.edu/streamingvideos), then click [Kanopy](https://sunysuffolk.kanopy.com/" \t "_blank) (you'll need to enter your SCCC username and password). Search for the film title, then Select and View.  
Since [research shows reading material on paper leads to better learning outcomes than reading electronically](http://www.scientificamerican.com/article/reading-paper-screens/), I encourage you to buy the print version of the textbook. However, if you’re unable to and are using an electronic version of the textbook, here’s some advice:

* Print the more difficult selections so you can underline key information and annotate the margins.
* Take notes in your notebook by hand as you read the textbook online. Handwriting engages different areas of your brain and cognitive science research shows that this improves your learning.
* Use an online annotation tool so you can annotate the margins, such as [Diigo](https://www.diigo.com/), [Hypothes.is](https://web.hypothes.is/about/), [Scrible](https://www.scrible.com/), [Adobe Reader](https://get.adobe.com/reader/), or others you can find online.

# Our Class Website and Required Technologies

This is a hybrid section of ABC101. This means we do work online each week as well as meet for one mandatory on-campus lab session each week. Studentsmust do both the online and the on-campus work to pass the course.  
  
We will use Brightspace as our learning management system. You will find our course materials and files in our class website as well as submit all of your weekly assignments there too.

* Log in to [sunysuffolk.edu/mylearning](https://www.sunysuffolk.edu/mylearning) with your SCCC username and password.
* Click the waffle menu at the top (looks like nine little boxes) and click into our class. (If you’d like, you can also click into SUF Student Orientation to see a list of video tutorials about how to use Brightspace.)
* You can also download the Brightspace Pulse app to access our class website from your mobile device.

Here’s some other info and advice to better ensure your success in our class and at SCCC in general:

* Know [the basics about technology at SCCC](https://my.sunysuffolk.edu/documents/20381/92839/NewStudentTechGuide09-09-21/2b9a149e-afe3-48cb-be2a-eee96a0d5b35) and [Getting Started with Technology at SUNY Suffolk](https://www.sunysuffolk.edu/explore-academics/online-education/documents/cip-student-tech-guide-2021.pdf).
* Check your SCCC email *at least* once every two days, if not daily; it helps to [set up your mobile device for SCCC email](https://my.sunysuffolk.edu/documents/20381/92839/ConfigureMobileDeviceForExchangeOnline/78a0d401-651e-459f-b12c-e01e26d4124c).
* Find reliable internet access in the academic computing centers at the [Eastern](http://department.sunysuffolk.edu/AcademicComputing_E/index.asp), [Ammerman](http://department.sunysuffolk.edu/AcademicComputingCenter-Ammerman_A/index.asp), or [Grant](http://department.sunysuffolk.edu/EducationalTechnologyUnit-Grant_G/index_8985.asp) campus or at [the SCCC libraries](https://www.sunysuffolk.edu/explore-academics/library/about/directions.jsp) or your local [Suffolk County public library](http://live-brary.com/about-live-brary).
* Save copies of all your coursework before submitting work online.

# Student Requirements for Completion of Course

In this class, I rely on a variety of assignments, as shown below, to help you establish that you are mastering the coursework needed to achieve the student learning outcomes. Below is a list of the major assignments and some general information about each. Details are provided in our class website.

* *Provide list of major course assignments, describing basic expectations for each, such as type and length of essays, how quizzes are structured, collaborative projects, special projects, etc.*

# Grading Policy

The assignments for this course are weighted as follows: 

* *Provide list of percentages and assignments; percentages must add up to 100.*

When determining your final course grade, I will balance your process and product. 

* By product, I mean the raw scores on each assignment. These are what you’ll see written on the work handed back in class or in the Grades section of Brightspace.
* By process, I refer to your change, growth, and improvement over the course of the semester. I cannot grade “effort,” but I can assess evidence of effort. I don’t expect you to come into this class already knowing the content we’ll cover; that’s why you’re enrolled, so you can learn these things. As the semester progresses, most students grow increasingly proficient in comprehending the course content, which is reflected in their assignment scores. This growth and improvement over the course of the term is reflected in the *process* portion of your final course grade.
* At semester’s end, then, I balance the two. For example, a student with a C for a product grade and an A for process might receive a B for the final course grade.

In addition, I participate in the college’s Academic Alert program. This means that I will notify students who are in the D or F range around mid-semester; you should contact me immediately to work out a plan for improvement, since statistics show students who do so can often still pass the class. And, as always, you’re most welcome to contact me to discuss your status in class at any time. (If needed, there is a [college withdrawal date each semester](https://www.sunysuffolk.edu/explore-academics/academic-calendar/index.jsp) and if you submit a [course withdrawal form](https://www.sunysuffolk.edu/current-students/registrar/withdrawal.jsp) before that deadline, you will be assigned a W for the course. But let’s work hard to avoid this!)

The SCCC grading system is as follows:

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| A 90-100% | B 80-84% | C 70-74% | D 60-64% |
| B+ 85-89% | C+ 75-79% | D+ 65-69% | F 59% or below |

# Weekly Schedule of Assignments

Below is the weekly schedule of assignments for our entire semester together. Use this to keep up with our class.

* Online assignments are due on the designated date at 11:59 pm EST unless otherwise indicated.
* On-campus lab assignments are due at the start of class EST on the designated due date.

As with all things in life, this schedule is subject to change. I will notify you in class, in our class website, and/or by email of any changes.

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| **Due Date** | **Assignments** |
| Wed, 9/7 | * Read all pages in the syllabus folder * Complete the Intro to ABC101 and syllabus quiz * Submit public class introduction (instructions in Content > Getting Started folder) * Submit private class introduction (instructions in Content > Getting Started folder) |
| Mon, 9/12  ON-CAMPUS LAB | * Due before class: Read introduction to your lab manual and bring in your responses to the two questions on the last page * In class: Review lab safety (attendance is mandatory so we can better ensure the safety of all students, instructors, and PAs) * In class: Complete Lab 1 in the lab manual |
|  | *List all due dates and assignments for the semester: It’s helpful for students to see the day of the week written as Sun, Mon, Tue, Wed, Thu, Fri (when faculty use MTWRF they don’t know what “R” means)* |
|  | *Begin each assignment bullet point with an action verb in simple present tense: Read, Post, Reply, Complete, Develop, Create, Submit, Research, Visit, Review, Prepare, etc.* |
|  | *Specify which dates are the mandatory on-campus meeting dates so students can arrange their family, work, and other off-campus obligations.* |

# Attendance, Lateness, and Participation Policies

In this course, I use the same attendance policy as endorsed by the college, which you can find in the [College Catalog](https://www.sunysuffolk.edu/_resources/webservice/output/catalog/catalog-master-final-web.html) and the [Student Handbook](https://www.sunysuffolk.edu/forms/student-handbook.pdf):

The College expects that each student will exercise personal responsibility with regard to 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 College defines excessive absence or lateness as more than the equivalent of one week of class meetings during the semester. Excessive absence or lateness may lead to failure in, or removal from, the course. Absences due to religious observance will be deemed an excused absence with no negative consequences.

Since this is a hybrid class, we have both online work and mandatory on-campus lab meetings.

Online Attendance

For online coursework, the U.S. Department of Education requires that I take attendance based on your submission of assignments (not just logging in, or doing the assigned readings on your own, or working independently on your labs). To be marked “present” for each week, you have to submit the assignments.   
  
Because you are allowed two “absences” for the semester, this means you can submit two assignments late (outside of the assigned week). As the college policy says, “students are responsible for all that transpires in class whether or not they are in attendance,” and I know how life sometimes intervenes, you can submit two assignments late—with no questions asked and no impact on your grade. Beyond the two allowed absences, contact me if you need to work something out regarding any other absences, preferably ahead of time so I can better help you. Excused absences are those for which you provide written legal or medical documentation.

On-Campus Lab Attendance

We will meet every Monday in the 123 Grant Building lab to put into practice what we’ve learned the previous week. Lab attendance is very important because students don’t have access to these laboratory materials at home, and I need to assess that you can put into practice what you’re learning from the textbook as well as my PowerPoint slides and lecture materials. Therefore, you may miss only one on-campus lab meeting for the semester. Talk to me beforehand if something comes up that might prevent you from attending an on-campus lab.

Also, due to the collaborative nature of our class, your timely completion of assignments and prompt arrival to on-campus labs is critical to the success of everyone in class. If something is causing you to be late in terms of submission of coursework or arrival to class, let’s talk so we can work out a solution.

In addition, you should know the college policy on religious observance:

As provided for in [New York State Education Law §224-a](https://codes.findlaw.com/ny/education-law/edn-sect-224-a.html), student absences from class necessitated by religious observance will be deemed an excused absence, with no academic consequences. Students must notify their professor in advance of their religious observance, via their college email accounts or otherwise in writing, of their intention to be absent from a particular class due to a religious observance; notification should occur at least one week prior to the religious observance. Observing students shall be granted reasonable arrangements and/or be permitted a reasonable amount of time to make up missed quizzes, tests, assignments, and activities covered in their absence. Please refer to the college’s [Religious Observance Policy](https://www.sunysuffolk.edu/legalaffairs/documents/b9-religious-observance-policy-and-procedures.pdf), which is available on the Office of Legal Affairs’ website, for additional information.

# Services for Students with Disabilities

SCCC provides reasonable accommodations to registered students with disabilities who have self-identified and been approved by the Office of Disability Services. Once approved for reasonable accommodations, you have a right to have those met. You’ll be provided with a letter describing the specific accommodations, which you will need to present to each of your professors so accommodations can be provided.

Students who have, or think they may have, a disability are invited to [contact Disability Services](https://www.sunysuffolk.edu/experience-student-life/disability-services/index.jsp) (campus office information is listed at right) for a confidential consultation. You can access more information online regarding the college’s commitment to ensuring [accessibility](http://www.sunysuffolk.edu/accessibility/) and [non-discrimination](http://www.sunysuffolk.edu/nondiscrimination).

# Academic Integrity

SCCC provides students with the opportunity to demonstrate their knowledge by submitting coursework that is uniquely theirs and giving proper attribution to the work of others. Participating honestly in the SCCC academic community ensures that students can take pride in their education and their contributions to scholarship. Without academic integrity, students gain unfair advantage over others and prevent their own intellectual progress.   
  
As a student in this class, you are expected to uphold the SCCC core value of Integrity (see page 1) and understand the Special Procedures for Academic Dishonesty (see page 23) in the relevant sections of the [SCCC Student Code of Conduct](https://www.sunysuffolk.edu/legalaffairs/documents/f7studentcodeofconduct.pdf).  
  
The Code prohibits academic misconduct, which includes any action that results in students giving or receiving unauthorized assistance in an academic exercise, or receiving credit for work that is not their own. Academic exercise includes all forms of work submitted for credit. Academic misconduct includes, but is not limited to, the following behaviors:

1. Cheating on exams
2. Plagiarizing - using another person’s work or ideas without crediting them
3. Complicity - helping a student, or being helped, to engage in academic misconduct
4. Multiple submissions - submitting the same work for credit in more than one course without the instructor’s permission
5. Falsification and forgery - inventing information or falsifying the identity of a student.

Information about the Student Code of Conduct, plagiarism, and the citation process is in the [Academic Integrity and Plagiarism Guide](http://libguides.sunysuffolk.edu/plagiarism).

# SCCC CARES

At SCCC, we are **C**reating **A**wareness and **R**eadiness to **E**nd **S**tigma (CARES) about mental health issues and we know that the past few years have presented unprecedented challenges to our mental health and wellness. Please know that if you need support related to your psychological, emotional, or social well-being, there are resources available to you through [Mental Health & Wellness Services](https://www.sunysuffolk.edu/experience-student-life/mental-health-services/index.jsp). Learn more on [the MHWS webpage](https://www.sunysuffolk.edu/experience-student-life/mental-health-services/index.jsp) or, if

you would like to connect with a MHWS counselor for free and confidential counseling, email us at [mentalhealth@sunysuffolk.edu](mailto:mentalhealth@sunysuffolk.edu).

# Student Code of Conduct

In this class, you will have the opportunity to express and experience cultural diversity as we focus on topics that are often difficult, not just intellectually but emotionally. While I expect there to be rigorous discussion in the course of our class discussions, the [SCCC Code of Conduct](https://www.sunysuffolk.edu/legalaffairs/documents/f7-student-code-of-conduct.pdf) requires that you engage in discussion with care and empathy for the other members in the classroom.   
  
It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students’ learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength, and benefit. It is my intent to present materials and activities that are respectful of diversity in terms of race, ethnicity, country of origin, and documentation status; socioeconomic standing; gender identity, expression, and orientation; religious beliefs; age; and physical, mental, and intellectual ability. You are strongly encouraged to listen to, consider, and learn from the information and ideas shared by other students.  
  
Finally, all people have the right to be addressed and referred to in accordance with their personal identity. In this class, we will have the chance to indicate the name that we prefer to be called and, if we choose, to identify pronouns with which we would like to be addressed...I will do my best to address and refer to all students accordingly and support classmates in doing so as well. *[statement adapted from Carnegie Mellon]*

Here is the [SCCC Student Code of Conduct](https://www.sunysuffolk.edu/legalaffairs/documents/f7-student-code-of-conduct.pdf), which all students are expected to know and adhere to. I draw your attention to the core values of this college at the bottom of page 1 as well as Section 5: particularly the sections on Integrity (p . 5-6), Community (p. 6-8), Social Justice (p. 8-9), Respect (p. 9-10), and Responsibility (p. 10). 

Reading these policies, you should feel proud to be part of an institution that so deeply values the experience of all individuals attending this college, but know that comments or behaviors that violate the [SCCC Code of Conduct](https://www.sunysuffolk.edu/legalaffairs/documents/f7-student-code-of-conduct.pdf) will be addressed immediately.

I draw your attention to the sections of the [SCCC Code of Conduct](https://www.sunysuffolk.edu/legalaffairs/documents/f7-student-code-of-conduct.pdf) that address concerns which might arise specifically in this class. **If you witness any violations of these policies, kindly inform me as the professor of this course or any other SCCC employee if witnessed outside of class so that the concerns can be addressed in a positive, productive fashion.** Of course, your confidentiality will be respected to the utmost degree possible.

# Other Resources & Extra Help

SCCC, like any community college, welcomes and celebrates students from a broad range of backgrounds, so each student invariably has different things they need to succeed in college. Below are some resources that you should be aware of—if not for yourself, they might be useful to a classmate or friend who could use a little extra help.

* [Campus Academic Tutoring Centers](https://www.sunysuffolk.edu/current-students/academic-tutoring-centers/)
* [Online Class Information](https://www.sunysuffolk.edu/explore-academics/online-education/index.jsp) (includes technology and Brightspace help)
* [Campus Activities](https://www.sunysuffolk.edu/experience-student-life/campus-activities/index.jsp), [Clubs & Organizations](https://www.sunysuffolk.edu/experience-student-life/clubs-and-organizations.jsp)
* [Children’s Learning Centers](https://www.sunysuffolk.edu/experience-student-life/childcare/index.jsp) (campus childcare)
* [Health Services](https://www.sunysuffolk.edu/experience-student-life/health-services/index.jsp)
* [Public Safety](https://www.sunysuffolk.edu/experience-student-life/public-safety/index.jsp)
* [Scholarships](https://www.sunysuffolk.edu/apply-enroll/scholarships/index.jsp) (for incoming, current, and graduating students)
* [Student Resources](https://sunysuffolk.edu/current-students/links-to-student-resources-content.jsp)  
  + SCCC Resources: Emergency Student Loans, Career Services Jobs Database, Campus Food Pantries, Laptop Loans, Grants and Scholarships, Tuition Payment Plan
  + External Resources: Covid Rent Relief Program, Housing Assistance, Food Insecurity, Domestic Abuse, Transportation Assistance, Unemployment Assistance
* [Veteran Students](https://www.sunysuffolk.edu/experience-student-life/veterans/index.jsp)