# Syllabus for ABC101

## 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 module so you always have access to it.

## Course Information

* **Course Code and Name:** ABC101 Introduction to College
* **Course Registration #:** CRN 12345
* **Semester and Year:** Fall 2024
* **Course Modality:** A fully online/asynchronous class that you can access using the [Login link on the SCCC homepage](https://sunysuffolk.onelogin.com/portal) or use the direct URL ([sunysuffolk.edu/mylearning](https://www.sunysuffolk.edu/mylearning))
* **Class Meeting Times:** No mandatory synchronous (in person or Zoom) meetings, but you will need to meet the assignment deadlines in the weekly schedule

## Faculty Information

* **Professor Name:** Professor FirstName LastName
* **Professor Email:** lastnaf@sunysuffolk.edu
* **Professor Phone:** 631-451-8511
* **Office Location:** Ammerman Campus, 101 Grant Building
* **On-Campus Office Hours:** Monday 9-10 am, Tuesday 11 am-12:30 pm, Wednesday 9-10, and by appointment
* **Online Office Hours:** Thursday 8-9:30 pm on Zoom (link is in class website)

Office hours are set times when I’ll be available each week in my office or on 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 hours (no more than 48 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):

#### Faculty: Insert catalog description from [SCCC Course Search](https://www.sunysuffolk.edu/explore-academics/courses/index.jsp). You must paste the exact, college-approved catalog description, including campuses and any pre- and co-requisites.

## Course 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:

#### Faculty: Insert list of student learning outcomes from [SCCC Course Search](https://www.sunysuffolk.edu/explore-academics/courses/index.jsp). You must paste the exact, college-approved student learning outcomes for the course but you may add to the list if you choose.

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.

## Course Materials/Resources/Texts

### Required

* **Textbook Title:** The Essentials of Syllabus
* **Author:** FirstName LastName
* **Edition & Date:** 7th edition, 2021
* **Publisher:** Academic Publishing
* **ISBN:** 123456789

### Supplementary

* None

Our textbook is available at the [SCCC bookstore](https://www.sunysuffolk.edu/current-students/bookstore.jsp). To access any films for this course, log into [SCCC Library website](https://www.sunysuffolk.edu/explore-academics/library/index.jsp), click Find Materials and then click Streaming Videos (you’ll need to enter your SCCC username and password).  
Since [research shows reading material on paper leads to better learning outcomes than reading electronically](http://www.scientificamerican.com/article/reading-paper-screens/), and that [hand writing notes is better for you academically than typing](https://www.npr.org/sections/health-shots/2024/05/11/1250529661/handwriting-cursive-typing-schools-learning-brain), 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

### Brightspace Learning Management System

This is a fully online section. This means it is *asynchronous*; there are no set dates or times when we will meet as a class on campus or on Zoom, so you can work at your own convenience—as long as you meet all designated deadlines for each assignment as shown on the weekly schedule of assignments.

* Use the [SCCC Login portal](https://sunysuffolk.onelogin.com/portal) to log in with your SCCC username and password (if the portal is ever inaccessible, use the direct URL: [sunysuffolk.edu/mylearning](https://www.sunysuffolk.edu/mylearning)), then click the Brightspace tile (if you don’t see it at first, click the SCCC: Everything tab).
* In Brightspace, click the waffle menu at the top (looks like nine little boxes) and click into our class. If new to Brightspace, 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.

### Use of Online Exam Proctoring

This course requires the use of an online proctoring tool for online/remote exams taken off campus. You will be required to use Proctorio, which requires the use of a webcam when you take your assessments. After the assessment is completed, an instructor may review details of any potential breach in academic integrity by viewing the recorded video. If you do not have a webcam, please notify the professor as soon as possible but no later than one week prior to the first scheduled exam.

### TurnItIn for Written Assignment Submissions

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the website.

### Other Important Tech Resources

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

* Review the [Student Technology Guide](https://sway.cloud.microsoft/K4imjIN9JJCq7fpT?ref=Link).
* 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](https://www.sunysuffolk.edu/current-students/academic-computing-center/index.jsp), the [SCCC libraries](https://www.sunysuffolk.edu/explore-academics/library/about/directions.jsp) or your local public library (such as the ones in the [Suffolk County public library](http://live-brary.com/about-live-brary) system).
* Save copies of all your coursework before submitting work online.

## Evaluation of Student Performance and Grading Rubric

#### Faculty: Provide list of assignments with weighted percentages or points. Here is a sample:

The assignments for this course are weighted as follows: 

*Table 1 Grading Rubric*

| **Assessment** | **Percentage** |
| --- | --- |
| Exam 1 | 20% |
| Exam 2 | 20% |
| Exam 3 | 30% |
| Quizzes | 15% |
| Homework and Class Participation | 15% |
| **Final course grade** | **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 in 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 Early Alert program. This means that I will notify students who are in the D or F range before 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. As always, you’re encouraged to contact me to discuss your status in class at any time.

If needed, the college has a [Course Withdrawal Policy](https://www.sunysuffolk.edu/explore-academics/academic-affairs/academic-policies.jsp) that can be found within Academic Policies under Withdrawal, and you can see the [deadlines and forms](https://www.sunysuffolk.edu/current-students/registrar/withdrawal.jsp) for additional information. If you submit a [course withdrawal form](https://www.sunysuffolk.edu/current-students/registrar/withdrawal.jsp) before the 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:

Table 2 SCCC Grading System

|  |  |  |  |
| --- | --- | --- | --- |
| 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

#### Faculty: The college mandates that, at a minimum, faculty list the weekly dates, topics to be covered, and exams and assignments. The sample chart below breaks this down even further by showing students what is due by each due date & time.

#### It’s helpful to begin each assignment bullet point with an action verb in simple present tense, such as Read, Post, Reply, Complete, Develop, Create, Submit, Research, Visit, Review, Prepare, etc. It’s equally helpful for students if you link each item to the appropriate instructions page in the Content section of your class website, to the quiz or discussion topic, etc.

Below is the weekly schedule of assignments for the semester. Use this to keep up with our class. Assignments are due before 11:59 pm on the designated due date. As with all things in life, this schedule is subject to change. I will notify you during class, in our class website, and/or by email of any changes.

Table 3 Weekly Outline

| **Due Date** | **What We’ll Cover During Class** |
| --- | --- |
| Sat, 8/31 | * Read all pages in the syllabus folder * Complete the Intro to ABC101 and syllabus quiz * Submit public class introduction * Submit private class introduction |
| Wed, 9/4 | * Read chapter 1, pages 1-35 * Review PowerPoint slide “Fundamentals of ABC” (or click link to YouTube version to hear audio narration if you prefer) * Post “Fundamentals of ABC” to Discussions in response to questions on last slide |

## Attendance and Lateness Policies

### SCCC Attendance Policy

Regular attendance is considered essential for academic success. Students are expected to attend every class session, no matter the modality, of each course for which they are registered. Excessive absences may have a negative impact on a student’s academic performance and/or eligibility for financial aid. Each instructor must provide an attendance policy in the course syllabus, allowing for a minimum of one week’s worth of absences including absences due to illness or other unforeseen circumstances. For example, if a class meets twice a week in a 15-week term, a student must be entitled to at least two absences. The equivalent of one week may differ depending on the length of the term.   
  
The college defines attendance in online courses as regular participation in course-related activities, which may include, but is not limited to:

* contributing to online discussion
* engaging in virtual live instruction (when applicable)
* submitting an assignment
* taking a quiz or exam
* viewing and/or completing a tutorial
* communicating with a faculty member regarding course content.

Logging into an online class is not sufficient, by itself, to demonstrate attendance or participation by the student.

Students absent from a class for any reason are responsible for any missed work and any other relevant requirements stated in the course syllabus. In the event that a student is absent, it is always recommended that the student contact the instructor to discuss missed work and class content. Federal financial aid regulations require the college to report a student’s last date of attendance for each course; in most cases faculty will be asked to confirm this date. Consequently, faculty must take attendance at each class meeting.

### Our Class Attendance Policy

In this class, I allow one week’s worth of absences. Please note that because the college policy says, “students absent from a class for any reason are responsible for any missed work,” and I know how life sometimes intervenes, this means you can submit two assignments late—with no questions asked and no impact on your grade—but you still need to complete all assignments. That’s why I include a weekly schedule of assignments.  
  
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.

### Our Class Lateness Policy

Due to the collaborative nature of the course, your timely completion of assignments and participation in all aspects of the course are critical to the success of our class. If something is causing you to be late in terms of regular participation and submission of coursework, let’s talk so we can work out a solution.

### SCCC Religious Observance Policy

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

In accordance with [New York State Education Law §224-a](https://codes.findlaw.com/ny/education-law/edn-sect-224-a.html), any student who is unable, because of religious beliefs, to register or attend classes on a particular day or days will be excused from any examination, study, or work requirements [scheduled on that day]. It is the responsibility of the faculty to make available [to the student] an equivalent opportunity to make up any examination, study, or work requirements within a reasonable amount of time of the religious observance. It is the responsibility of students to notify their professor at least one week prior to the religious observance, via their College email accounts or otherwise in writing, of their intention to be absent from class.

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

Suffolk County Community College 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, such students will be provided with an Accommodation Letter describing the specific accommodations. Students must present this letter to each of their professors before accommodations can be provided. Students are encouraged to email this letter to their faculty member.

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) for a confidential consultation. Students are encouraged to contact the office by email.

* Ammerman Campus: 631-451-4045 or [disabilityA@sunysuffolk.edu](mailto:disabilityA@sunysuffolk.edu)
* Eastern Campus: 631-548-2527 or [disabilityE@sunysuffolk.edu](mailto:disabilityE@sunysuffolk.edu)
* Michael J. Grant Campus: 631-851-6355 or [disabilityG@sunysuffolk.edu](mailto:disabilityG@sunysuffolk.edu)

## 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 and understand the Special Procedures for Academic Dishonesty 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:

* **Cheating:** unauthorized use of textbooks, notes, mobile devices, artificial intelligence tools, or other sources during an academic exercise
* **Plagiarizing:** using another person's work or ideas without crediting them, including using material generated by artificial intelligence tools for an assignment without instructor authorization
* **Complicity:**helping a student, or being helped, to engage in academic misconduct
* **Multiple submissions:** submitting the same work for credit in more than one course without the instructor's permission
* **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](https://www.sunysuffolk.edu/explore-academics/academic-integrity/procedures.jsp) webpage.

## Preventing Spread of Respiratory Viruses When You’re Sick

[CDC Recommendations](https://www.cdc.gov/respiratory-viruses/guidance/index.html) concerning COVID-19 have been updated effective March 1, 2024. Current precautions recommend that if you have [symptoms of common respiratory viruses](https://www.cdc.gov/respiratory-viruses/prevention/precautions-when-sick.html) such as COVID-19, flu, and RSV that aren’t better explained by another cause may be contagious and you should stay home and away from others. Students can return to normal activities when their symptoms have been improving for at least 24 hours, and, if they had a fever, when their fever has been gone without use of fever-reducing medication for at least 24 hours. After returning to normal activities, you should continue to take added precaution using prevention strategies such as wearing a well-fitting mask for the next 5 days, enhancing hygiene practices, keeping a distance from others, and/or testing when you will be around other people indoors. If you never had symptoms but tested positive for a respiratory virus, you may be contagious and should take the same added precautions for the next 5 days when you will be around other people indoors. If you develop a fever or start to feel worse after you have gone back to normal activities, the CDC recommends you follow the stay home precaution outlined above again before returning to normal activities.

## 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). Complete the Chosen Name Policy form if you'd like to have your name changed in the SCCC records indicated on the form. 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, and you can read more in the [SCCC Non-Discrimination Notice](https://www.sunysuffolk.edu/about-suffolk/administration/human-resources/non-discrimination-notice.jsp) policy.

**Mental Health & Wellness Services (MHWS)**

SCCC understands that your academic success goes hand in hand with your mental health and wellbeing. We want you to know that if you ever need support for your emotional, psychological, or social wellbeing, our Mental Health & Wellness Services counselors are here for you. Counseling services are free and completely confidential. For more information about MHWS and our events this semester, visit our [SUNY Suffolk Mental Health Services](https://www.sunysuffolk.edu/experience-student-life/mental-health-services/index.jsp) website or follow us on Instagram @SCCCMentalHealth.

To schedule an appointment with one of our licensed mental health professionals, you can email MHWS at [mentalhealth@sunysuffolk.edu](mailto:mentalhealth@sunysuffolk.edu) or give your campus MHWS office a call.

* Ammerman Campus: 631-451-4040
* Eastern Campus: 631-548-2650
* Michael J. Grant Campus: 631-851-6876

## 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.

## Use of Generative AI

#### Faculty: Choose only one of the three sample options below and remove the heading. You may also wish to move your chosen policy to the syllabus section on Academic Integrity.

**Allowed Use of Generative AI**

Students are encouraged to explore the use of generative AI tools such as ChatGPT for assignments, creative, and collaborative work. However, the use of generative AI must be appropriately acknowledged and cited, and it is each student’s responsibility to assess the validity and applicability of any generative AI product used and submitted.

**Some Use of Generative AI**

Some assignments in this course may include or allow the use of generative AI, including ChatGPT or related tools for the creation of text, images, computer code, audio, or other media. The instructor will inform you when, where, and how you may use these tools and provide guidance on citing them. Using generative AI tools in any other context in this course will be considered a violation of the [SCCC Student Code of Conduct](https://www.sunysuffolk.edu/explore-academics/academic-integrity/procedures.jsp). If at any point you have questions about what is permitted, contact the instructor to discuss its use *before* submitting work.

**No Use of Generative AI**

In this course, all assignments must be completed by the student. Generative AI, including ChatGPT and other related tools used for creating text, images, computer code, audio, or other media, are not permitted for use in any work in this class. Use of these generative AI tools will be considered a violation of the [SCCC Student Code of Conduct](https://www.sunysuffolk.edu/explore-academics/academic-integrity/procedures.jsp).