|  |  |
| --- | --- |
| 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 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: On campus — This class meets in person, but we will also use some features of our Brightspace class website. You can access Brightspace using the [Login link on the SCCC homepage](https://sunysuffolk.onelogin.com/portal) or the direct URL ([sunysuffolk.edu/mylearning](https://www.sunysuffolk.edu/mylearning)).

Class Meeting Location: Ammerman Campus, 123 Grant Building

Class Meeting Times: Tue and Thu 9:30 to 10:45 am

# 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: 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 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):

* *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). 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 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 any films you’ll watch 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 (note that 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

This is a traditional, on-campus section, but we will supplement our classroom work using a class website in the Brightspace learning management system. You will find our course materials and files there so you always have access to them.

* 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, try 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.

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.

# 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 assignments with weighted percentages or points (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 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, 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:

|  |  |  |  |
| --- | --- | --- | --- |
| 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. Assignments are due at the start of class 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.

|  |  |  |
| --- | --- | --- |
| **Due Date** | **Assignments: What’s Due Before Class** | **What We’ll Cover During Class** |
| Thu, 9/1 | * Nothing due on first day of class | * Intro to ABC101 and getting to know each other * Overview of syllabus and ABC101 intro activity; complete syllabus quiz * Begin drafting public and private class introductions (time permitting) |
| Tue, 9/6 | * Submit public class introduction * Submit private class introduction * Read chapter 1, pages 1-35 | * Discussion of chapter 1 pages 1-35 * Application exercise for ABC concept (instructions on page 27) |
|  |  |  |
|  | *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.* | |

# 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 be absent from class two times this semester—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 arrival to on-campus sessions and timely completion of assignments are critical to the success of our class. If something is causing you to be late in terms of regular arrivals 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.

* 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.

# SCCC CARES

At SCCC, we are **C**reating **A**wareness and **R**eadiness to **E**nd **S**tigma (CARES) about mental health issues.

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) (MHWS). To learn more about MHWS or for other wellness related resources, visit [the MHWS webpage](https://www.sunysuffolk.edu/experience-student-life/mental-health-services/index.jsp) on the SCCC website.

If you would like to connect with a MHWS counselor at SCCC for free and confidentialcounseling, email us at [mentalhealth@sunysuffolk.edu](mailto:mentalhealth@sunysuffolk.edu).  You can also reach out to your campus MHWS office directly:

* 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.