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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 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: 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 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.

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.

* 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.

# 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 Course Withdrawal Policy at the end of this syllabus, 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. All assignments are due at 11:59 pm EST on the designated date unless otherwise indicated.

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** |
| Sat, 9/3 | * 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)
 |
| Wed, 9/7 | * Read chapter 1, pages 1-35
* Review PowerPoint slides in Content > Unit 1 > Fundamentals of ABC (or click link to YouTube version to hear audio narration if you prefer)
* Post “Fundamentals of ABC” to discussion forum in response to questions on last slide
 |
|  | *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 students sometimes 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.* |
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# 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.

*In accordance with New York State Education Law, Section 224-a, 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.*

**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.

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 our online classroom, your timely completion of assignments and participation in all aspects of the course is 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.

* Ammerman Campus: 631-451-4045 or disabilityA@sunysuffolk.edu
* Eastern Campus: 631-548-2527 or disabilityE@sunysuffolk.edu
* Michael J. Grant Campus: 631-851-6355 or 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.

# Use of Online Exam Proctoring (Fully Online, Real-Time Online, and Combined Online)

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.

# Generative AI [ Faculty: Select one, delete the other 2 ]

* **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).

# TurnItIn for Paper 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.

# Mental Health & Wellness Services (MHWS)

SUNY Suffolk understands that your academic success goes hand in hand with your mental health and well-being. We want you to know that if you ever need support for your emotional, psychological, or social well-being, 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 website: [SUNY Suffolk Mental Health Services](https://www.sunysuffolk.edu/experience-student-life/mental-health-services/index.jsp) 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 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

# Preventing Spread of Respiratory Viruses When You’re Sick

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, you may be contagious and 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.

# Course Withdrawal Policy

A student may withdraw from a course and receive a W any time between the end of the add/drop period and the withdrawal deadline, which is the end of two-thirds of the part of term.

After this deadline, a student may appeal to the Campus Associate Dean of Academic Affairs for a course withdrawal if the student has experienced unforeseen or extenuating circumstances. The student must obtain an acknowledgment from the faculty via signature and then submit the Appeal for Course Withdrawal form to the Campus Associate Dean of Academic Affairs no later than:

* For the 15week-term, seven business days before end of term.
* For the 10-week term, five business days before the end of term.
* For terms less than 10-weeks, three business days before the end of term.

If a student drops a course(s) prior to the end of the add/drop period, the student’s academic record will not reflect these courses. After the end of the add/drop period, if a student is officially withdrawn from a course, a “W” will be reflected for that course on their academic record. Withdrawal from a course is considered an “unsuccessful course attempt” and may negatively impact financial aid and satisfactory progress requirements.

Official withdrawal from the College means that a student voluntarily separates from the College by dropping all courses at any time during the academic term. [Withdrawal forms](https://www.sunysuffolk.edu/current-students/registrar/withdrawal.jsp) can be found on the college website or in OneLogin.

For Spring 2025, the deadline to submit a Course Withdrawal for 15-week Full Term, Saturday and Sunday parts of term classes and be guaranteed a W is April 14, 2025.

After this course withdrawal deadline, you will need to submit a request to Appeal for Course Withdrawal. Course withdrawal appeals are granted only for extreme, extenuating circumstances and must be supported by official supporting documentation. It is recommended that you continue to attend your class(es) and discuss with your instructor(s) options to complete the class(es).

*NOTE: An exception to the Withdrawal Policy is when a student is seeking a*[*medical withdrawal*](https://www.sunysuffolk.edu/current-students/documents/Policies_5.pdf)*. This action is managed exclusively through the Campus Associate Dean of Student Affairs office and requires medical documentation for consideration.*