Department: [###]

Semester:[###]

Course code [###] - Course name [###]

## Instructor Information

Salutation: [###]

Name: [###]

Phone: [###]

Email: [###]

Office Location: [###]

Instructor Office Hours: [###]

## Course Information

Course Description: [###]

Course Requirements: [###]

Course Goals/Objectives: [###]

Learning Outcomes

Upon completion of this course, you will: [###]

Mode of instruction: [###]

Requirements for Hybrid/Online Courses [###]

Classroom location: [###]

## Pathways

Is this course a Pathways requirement? [###]

[To determine if your course fulfills a Pathways requirement, check this list of Pathways courses: <http://gened.qc.cuny.edu/course-lists/pathways-courses/>. Specify which requirement it fulfills – Required Core requirement, Flexible Core requirement, or College Option requirement.]

## Books, materials, tools, and accounts

Queens College Online Bookstore: <https://qc.textbookx.com/institutional/index.php>

Books and Materials: [###]

Readings [###]

Required tools and accounts [###]

## Assessment

Description of how student grades will be determined, including all components that contribute to the final grade and their relative weight.

Grading [###]

[suggested text] The final course grade will be calculated based on the following assignments/activities:

* [Brief description of assessment 1]: What are students expected to do in this assignment (e.g., problem sets, short answer responses, multiple-choice questions, etc.)? How does this assignment connect to the learning objectives of the course? How will students submit this assignment (e.g., online or during class)? Will students complete the assignment individually or in-groups?
* [Brief description of assessment 2]
* [Brief description of assessment 3]

|  |  |
| --- | --- |
| Assessment | Percentage of Final Grade |
|  |  |
|  |  |
|  |  |
|  |  |

Students will be assigned the following final letter grades, based on calculations coming from the course assessment section.

|  |  |
| --- | --- |
| Grade | Percentage  |
| A | 93-100% |
| B |  |
| C |  |
| D |  |
| F |  |

Important note on missed classes, late work, and the hybrid sessions: [###]

Reasonable Accommodations For Students With Disabilities

Candidates with disabilities needing academic accommodation should: 1) register with and provide documentation to the Special Services Office, Frese Hall, Room 111; 2) bring a letter indicating the need for accommodation and what type. This should be done during the first week of class. For more information about services available to Queens College candidates, visit <http://www.qc.cuny.edu/studentlife/services/specialserv/Pages/default.aspx>, or contact: Special Service Office; Director, Miriam Detres-Hickey, Frese Hall, Room 111; 718-997-5870 (Monday – Thursday 8:00 a.m. to 5:00 p.m. & Friday 8:00 a.m. to 4 pm.).

CUNY Policy On Academic Integrity

Academic Dishonesty is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion as provided at <http://www.cuny.edu/about/administration/offices/la/Academic_Integrity_Policy.pdf>. Please read this document, paying careful attention to the sections on plagiarism and Internet plagiarism. If you are not sure how to cite work you have found on the internet, please review the APA Guidelines provided by the [Purdue OWL](https://owl.english.purdue.edu/owl/resource/560/01/).

Statement on student wellness

[Sample Text ] “As a student, you may experience a range of challenges that can interfere with learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may diminish your academic performance and/or reduce your ability to participate in daily activities. QC services are available free of charge. You can learn more about confidential mental health services available on campus at:” <https://www.qc.cuny.edu/StudentLife/services/counseling/counseling/>

Use of Student Work

All programs in New York State undergo periodic reviews by accreditation agencies. For these purposes, samples of student work are occasionally made available to those professionals conducting the review. Anonymity is assured under these circumstances. If you do not wish to have your work made available for these purposes, please let the professor know before the start of the second class. Your cooperation is greatly appreciated.

Course Evaluations

 During the final four weeks of the semester, you will be asked to complete an evaluation for this course by filling out an online questionnaire. Please remember to participate in these course evaluations. Your comments are highly valued, and these evaluations are an important service to fellow students and to the institution, since your responses will be pooled with those of other students and made available online, in the [Queens College Course Information System](http://courses.qc.cuny.edu/) ([http://courses.qc.cuny.edu](http://courses.qc.cuny.edu/)). Please also note that all responses are completely anonymous; no identifying information is retained once the evaluation has been submitted.

Technical Support

The [Queens College Helpdesk](https://bbhosted.cuny.edu/webapps/blackboard/execute/www.qc.cuny.edu/computing) (<http://www.qc.cuny.edu/computing/>, (718) 997-4444, helpdesk@qc.cuny.edu) is located in the I-Building, Room 151 and provides technical support for students who need help with Queens College email, CUNY portal, Blackboard, and CUNYfirst.

Class Schedule [A tentative schedule, or at least information on assignment due dates and in-class exam dates; make it very clear when your class meets in person and what is expected of students for sessions during which you will not meet.]

This schedule is subject to change. Always refer to this document and our Blackboard site for the most up to date information and activities.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Theme/Topic | Readings | Assignments Due |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |