

Statement of Policy

Beginning in the Spring 2009 semester, all faculty at York College were required to use the College's standard syllabus. The only exceptions are for faculty in those professional programs whose accrediting bodies mandate different formats. Syllabi for multiple sections of the same course must have a single set of learning outcomes.

In the years since 2009, much has changed in terms of technology, online and hybrid courses, as well as feedback from faculty and students. This revised template reflects those changes.

York College Standard Syllabus Format

Basic information that MUST be included and suggested location within the syllabus

We recommend that each section have a clear heading and simple clear organization to enhance readability and ease of reference. In other words, it should be quick and easy for students to find the information they are looking for.

SECTION 1: Essential course information that students should refer to each week

- Instructor contact information and office hours
- Textbook information (*required and/or recommended texts*) including description of any required readings available on Brightspace including OER
- Learning outcomes – *These outcomes must be measurable and must be reflected in assignments and grading criteria. Learning outcomes should include concrete verbs, for example: identify, recognize, differentiate, predict, translate, calculate demonstrate, illustrate, compose, design, critique.*
 - General Education courses must include the applicable CUNY Pathways SLOs.
 - Multi-section courses must include the learning outcomes established by the department for that course.
- Course requirements tied to learning outcomes (include attendance, description of assignments, fieldwork/ lab/online requirements, deadlines as relevant)
- Final grade calculation procedures and grading criteria tied to the learning outcomes
- Course schedule: What is expected each class period or week, including the final exam scheduled during the final exam period and important academic calendar deadlines noted (last day to withdraw, choose pass/fail option, etc.) This should be clearly delineated so that student can easily use it as an ongoing reference.

SECTION 2

- Course description (*must be identical to that in the bulletin*)
- Prerequisites and/or corequisites (*must be identical to that in the bulletin*)
- General Education statement when relevant
- Writing Enhanced or Writing Intensive statement when relevant
- Online or Hybrid Course statement when relevant
- Policy on Academic Integrity including definition of plagiarism and policies regarding online sources, use of AI, and group work.

- Policy on ABS/INC grades
- Policy on accommodations for students with special needs.
- Student support resources on campus including tutoring, writing help, study skills help, counseling services.

OPTIONAL INFORMATION THAT MAY BE INCLUDED

- Instructor's bibliography; Further readings beyond required and recommended listed above
- Additional instructor statements and policies such as: How I teach; Strategies for learning/succeeding; etc.

TO CREATE A SYLLABUS IN COMPLIANCE WITH THESE REQUIREMENTS:

Faculty can use the *Simple Syllabus* platform integrated in Brightspace to create and manage syllabi that conform to this syllabus template. Faculty using the platform will find most of the Template's required components prepopulated with updated info from official sources. For General Education courses, the Learning Outcomes component is prepopulated with the applicable CUNY Pathways SLOs. Faculty teaching a section of a multi-section course will find the Learning Outcomes component prepopulated with content provided by the course coordinator. All information about college policies and resources are pre-populated with up-to-date information. The platform also facilitates ADA compliance.

To create your syllabus using the Simple Syllabus platform integrated in Brightspace follow the instructions on <https://www.york.cuny.edu/ctlet/lms-support/brightspace-for-faculty-esyllabus> the linked eSyllabus section of the CTLET Brightspace for Faculty support page.

A print sample can also be found on the next page of this document.

Course and Section and Title
Instructor's Name
Office location
Office Hours:

Semester
Instructor's Contact Information

Required Textbooks/Readings:
Recommended Readings: (If applicable)

Learning Outcomes: By the end of the semester, each student shall:
These must be exactly as designated by department for this course, same for all multi-section courses.

Course Requirements: All course requirements (exams, assignments, discussion board, participation, readings, labs, online assignments, etc.) outlined here. Also include any technology related requirements here.

Grading Policy:

Include breakdown of how grade is determined and rubrics if applicable. Can discuss INC/WU policy here or in Section 2.

Course Schedule

Date(s)	Topic	Assignment

Course Description: Exactly as it appears in bulletin.

Prerequisites and course statements (such as General Education; Writing Intensive; Online or Hybrid as applicable)

Academic Integrity Policy: Include the college's policy (we suggest adding a link to the policy on the college's website as this may change). Include any course specific policies, definitions of plagiarism, AI use policy.

Link: <https://www.york.cuny.edu/academics/integrity>

Policy on INC/WU: (can be included with Grading Policy above instead)

ACADEMIC AND SUPPORT SERVICES:

Tech Support:

Brightspace: If you are having difficulties using Brightspace, please contact LIVE TECH SUPPORT. On your Brightspace Homepage, go to MY ORGANIZATIONS. Click on CTLET. Follow prompts for live support.

General Tech Support: Contact the Help Desk:

Hours: Mon–Thur: 8am–11pm; Fri: 9am–9pm; Sat: 9am–5pm

Phone: 718-262-5300; **Email:** helpdesk@york.cuny.edu

Link: <https://www.york.cuny.edu/it/service-delivery-unit/service-desk/it-service-desk>

Academic Support Services

For academic tutoring and writing help, contact the Collaborative Learning Center

<https://www.york.cuny.edu/academics/collaborative-learning-center>.

24/7 online tutoring and writing help is available at tutor.com.

Student Support Services:

For counseling and assistance with study habits, time management, stress reduction and any personal or family issues, contact the Counseling Center. See their website

<https://www.york.cuny.edu/student-development/counseling-center> for info about appointments, workshops on stress and study skills.

Disability-related Services:

If you are a student with a disability requiring reasonable academic accommodations, contact the Center for Students with Disabilities at <https://www.york.cuny.edu/student-development/csd>.

AGREEMENT

I reserve the right to modify this syllabus. By remaining enrolled in this class, you agree to read carefully and accept the policies as outlined here.