

# COURSE SYLLABUS TEMPLATE

BOROUGH OF MANHATTAN COMMUNITY COLLEGE

The City University of New York

Department of \_\_\_\_\_

Title of Course \_\_\_\_\_ Class Hours \_\_\_\_\_

XXX \_\_\_\_\_ Laboratory Hours per Week \_\_\_\_\_

Semester \_\_\_\_\_

Instructor Information (Phone#, Office#, email) \_\_\_\_\_

Credits \_\_\_\_\_

Course Description \_\_\_\_\_

Basic Skills \_\_\_\_\_

Prerequisites \_\_\_\_\_

Corequisites \_\_\_\_\_

Course Student Learning Outcomes (Students will be able to...)	Measurements (means of assessment for student learning outcomes listed in first column)
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Below are the college's general education learning outcomes, the outcomes that are checked in the left-hand column indicate goals that will be covered and assessed in this course. (Check at least one.)

	General Education Learning Outcomes	Measurements (means of assessment for general education goals listed in first column)
<input type="checkbox"/>	<b>Communication Skills-</b> Students will be able to write, read, listen and speak critically and effectively.	
<input type="checkbox"/>	<b>Quantitative Reasoning-</b> Students will be able to use quantitative skills and the concepts and methods of mathematics to solve problems.	
<input type="checkbox"/>	<b>Scientific Reasoning-</b> Students will be able to apply the concepts and methods of the natural sciences.	
<input type="checkbox"/>	<b>Social and Behavioral Sciences-</b> Students will be able to apply the concepts and methods of the social sciences.	
<input type="checkbox"/>	<b>Arts &amp; Humanities-</b> Students will be able to develop knowledge and understanding of the arts and literature through critiques of works of art, music, theatre or literature.	
<input type="checkbox"/>	<b>Information &amp; Technology Literacy-</b> Students will be able to collect, evaluate and interpret information and effectively use information technologies.	
<input type="checkbox"/>	<b>Values-</b> Students will be able to make informed choices based on an understanding of personal values, human diversity, multicultural awareness and social responsibility.	

**Required Text** \_\_\_\_\_

**Other Resources** \_\_\_\_\_

**Use of Technology (If Applicable)** \_\_\_\_\_

**Evaluation and Requirements of Students**

BMCC is committed to the health and well-being of all students. It is common for everyone to seek assistance at some point in their life, and there are free and confidential services on campus that can help.

**Single Stop** [www.bmcc.cuny.edu/singlestop](http://www.bmcc.cuny.edu/singlestop), room S230, 212-220-8195. If you are having problems with food or housing insecurity, finances, health insurance or anything else that might get in the way of your studies at BMCC, come by the Single Stop Office for advice and assistance. Assistance is also available through the Office of Student Affairs, S350, 212-220- 8130.

**Counseling Center** [www.bmcc.cuny.edu/counseling](http://www.bmcc.cuny.edu/counseling), room S343, 212-220-8140. Counselors assist students in addressing psychological and adjustment issues (i.e., depression, anxiety, and relationships) and can help with stress, time management and more. Counselors are available for walk-in visits.

**Office of Compliance and Diversity** [www.bmcc.cuny.edu/aac](http://www.bmcc.cuny.edu/aac), room S701, 212-220-1236. BMCC is committed to promoting a diverse and inclusive learning environment free of unlawful discrimination/harassment, including sexual harassment, where all students are treated fairly. For information about BMCC's policies and resources, or to request additional assistance in this area, please visit or call the office, or email [olevy@bmcc.cuny.edu](mailto:olevy@bmcc.cuny.edu), or [twade@bmcc.cuny.edu](mailto:twade@bmcc.cuny.edu). If you need immediate assistance, please contact BMCC Public safety at 212-220-8080.

**Office of Accessibility** [www.bmcc.cuny.edu/accessibility](http://www.bmcc.cuny.edu/accessibility), room N360 (accessible entrance: 77 Harrison Street), 212-220-8180. This office collaborates with students who have documented disabilities, to coordinate support services, reasonable accommodations, and programs that enable equal access to education and college life. To request an accommodation due to a documented disability, please visit or call the office.

### **College Attendance Policy**

At BMCC, the maximum number of absences is limited to one more hour than the number of hours a class meets in one week. For example, you may be enrolled in a three-hour class. In that class, you would be allowed 4 hours of absence (not 4 days). In the case of excessive absences, the instructor has the option to lower the grade or assign an F or WU grade.

### **BMCC Policy on Plagiarism and Academic Integrity Statement**

Plagiarism is the presentation of someone else's ideas, words or artistic, scientific, or technical work as one's own creation. Using the idea or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quotations, require citations to the original source. Plagiarism may be intentional or unintentional. Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism. Students who are unsure how and when to provide documentation are advised to consult with their instructors. The library has guides designed to help students to appropriately identify a cited work. The full policy can be found on BMCC's Web site, [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu). For further information on integrity and behavior, please consult the college bulletin (also available online).