**Master of Science in {{ programname}}**

**{{****classnameandnumber}}**

**{{classtime}}**

**{{credits}}**

**{{coursetype}}**

**Instructor:** {{instructor}}

**Office Hours:** {{officehours}}

**Response Policy:** {{responsepolicy}}

**Facilitator/Teaching Assistant, if applicable:** {{TA}}

**Office Hours:** {{TAofficehours}}

**Response Policy:** {{TAresponsepolicy}}

# Course Overview

{{courseoverview1}}

{{courseoverview2}}

{{courseoverview3}}

# Learning Objectives

# Upon successful completion of this course students should be able to:

{% for bullet in bullets %}

* {{ bullet }}{% endfor %}

# Readings

**Books**

{{books}}

**Other Required Readings (available through Canvas course site or web link)**

{{others}}

**Websites and Videos**

{{webandvideo}}

# Assignments and Assessments

All assignment page lengths are based on using times new roman 12 pt font and double spacing. Page numbers do not include notes or works cited. Title pages are not needed.

# 1.{{writeassignment}}

# 2.{{present}}

# 3.{{exams}}

# 4.{{practice}}

# 5.{{onlineinteraction}}

# 6.{{participation}}

**7.{{otherassignment}}**

# Grading

The final grade will be calculated as described below:

**FINAL GRADING SCALE**

|  |  |
| --- | --- |
| **Grade** | **Percentage** |
| **A+** | 98–100 % |
| **A** | 93–97.9 % |
| **A-** | 90–92.9 % |
| **B+** | 87–89.9 % |
| **B** | 83–86.9 % |
| **B-** | 80–82.9 % |
| **C+** | 77–79.9 % |
| **C** | 73–76.9 % |
| **C-** | 70–72.9 % |
| **D** | 60–69.9 % |
| **F** | 59.9% and below |

[Indicate the grade weight for each assignment and whether the grade is assigned to the individual or to the group/team.]

|  |  |  |
| --- | --- | --- |
| **Assignment/Assessment** | **% Weight** | **Individual or Group/Team Grade** |
| {%tr for item in tbl\_contents%} |  |  |
| {{item.assignment}} | {{item.weight}} | {{item.type}} |
| {%tr endfor%} |  |  |

# Course Schedule/Course Calendar

[List dates of each class meeting, final exam date: Topics and Activities; Readings should include page numbers and page counts; viewings should include time; assignments, projects, exams and due dates on an easy-to-read course timeline. Consult the Program Director as to whether full citations or abbreviations will be included in the course calendar grid. Sample:]

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Topics and Activities** | **Readings (due on this day)** | **Assignments (due on this date)** |
| 9/9 | Course introductions  Foundations of … | Title/author Chapters 1–2, pp 105-135(30 pages)  Articles x,y,z, pp 24-44 (20 pages) | Statement of purpose due 9/15 |
| 9/16 | Principles of … | Title/author Chapters 3–5 pp 237-277 (40 pages)  Articles x,y,z pp 1124- 1139 (15 pages) | Practice activity due 9/22 |
| 9/23 | … | … | … |

[Online course sample:]

**Module/Week**

|  |  |  |  |
| --- | --- | --- | --- |
| **Module/Week**  **& Topic with specific dates** | **Topic** | **Readings** | **Activities/Assignments for this module** |
| Module 1  Course introductions  Foundations of … | Course introductions  Foundations of … | Chapters 1–2 (30 pages)  Articles x,y,z (20 pages) | Complete readings and review of media resources  Participate in “Getting to Know You Discussion” forum before the block week begins  Participate in “Changing Global Context” discussion forum before the Live Session  Attend the Live Session  Complete and Submit the “Executive Interview” assignment before the module end |
| Module 2 |  |  |  |
| Module 3 |  |  | … |
| Module 4 |  |  |  |

# Course Policies

[Articulate the logistic details and ground rules that set the tone for your course. Describe expectations about participation and attendance, late papers, missed tests, class behaviors and civility, etc. Use positive language to set expectations. **Sample** boilerplate language:]

## *Participation and Attendance*

[You are expected to complete all assigned readings, attend all class sessions, and engage with others in online discussions. Your participation will require that you answer questions, defend your point of view, and challenge the point of view of others. If you need to miss a class for any reason, please discuss the absence with me in advance.

Or

I expect you to come to class on time and thoroughly prepared. I will keep track of attendance and look forward to an interesting, lively and confidential discussion. If you miss an experience in class, you miss an important learning moment and the class misses your contribution. More than one absence will affect your grade.]

## *Late work*

[There will be no credit granted to any written assignment that is not submitted on the due date noted in the course syllabus without advance notice and permission from the instructor.

Or

Work that is not submitted on the due date noted in the course syllabus without advance notice and permission from the instructor will be graded down 1/3 of a grade for every day it is late (e.g., from a B+ to a B).]

## *Citation & Submission*

[All written assignments must use standard citation format (e.g., MLA, APA, Chicago), cite sources, and be submitted to the course website (not via email).]

# School and University Policies and Resources

## *Copyright Policy*

Please note—Due to copyright restrictions, online access to this material is limited to instructors and students currently registered for this course. Please be advised that by clicking the link to the electronic materials in this course, you have read and accept the following:

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

## *Academic Integrity*

Columbia University expects its students to act with honesty and propriety at all times and to respect the rights of others. It is fundamental University policy that academic dishonesty in any guise or personal conduct of any sort that disrupts the life of the University or denigrates or endangers members of the University community is unacceptable and will be dealt with severely. It is essential to the academic integrity and vitality of this community that individuals do their own work and properly acknowledge the circumstances, ideas, sources, and assistance upon which that work is based. Academic honesty in class assignments and exams is expected of all students at all times.

SPS holds each member of its community responsible for understanding and abiding by the SPS Academic Integrity and Community Standards posted at <https://sps.columbia.edu/students/student-support/academic-integrity-community-standards>. You are required to read these standards within the first few days of class. Ignorance of the School's policy concerning academic dishonesty shall not be a defense in any disciplinary proceedings.

## *Diversity Statement*

It is our 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 the students bring to this class be viewed as a resource, strength and benefit. It is our intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture.

## *Accessibility*

Columbia is committed to providing equal access to qualified students with documented disabilities. A student’s disability status and reasonable accommodations are individually determined based upon disability documentation and related information gathered through the intake process. For more information regarding this service, please visit the University's Health Services website: <https://health.columbia.edu/content/disability-services>.

## *Class Recordings*

All or portions of the class may be recorded at the discretion of the Instructor to support your learning. At any point, the Instructor has the right to discontinue the recording if it is deemed to be obstructive to the learning process.

If the recording is posted, it is confidential and it is prohibited to share the recording outside of the class.

## *SPS Academic Resources*

The Division of Student Affairs provides students with academic counseling and support services such as online tutoring and career coaching: <https://sps.columbia.edu/students/student-support/student-support-resources>.

## *Columbia University Information Technology*

[Columbia University Information Technology](https://cuit.columbia.edu) (CUIT) provides Columbia University students, faculty and staff with central computing and communications services. Students, faculty and staff may access [University-provided and discounted software downloads](https://columbiait.onthehub.com).

## *Columbia University Library*

[Columbia's extensive library system](https://library.columbia.edu/) ranks in the top five academic libraries in the nation, with many of its services and resources available online.

## *The Writing Center* The Writing Center provides writing support to undergraduate and graduate students through one-on-one consultations and workshops. They provide support at every stage of your writing, from brainstorming to final drafts. If you would like writing support, please visit the following site to learn about services offered and steps for scheduling an appointment. This resource is open to Columbia graduate students at no additional charge. Visit <http://www.college.columbia.edu/core/uwp/writing-center>.

## *Career Design Lab* The Career Design Lab supports current students and alumni with individualized career coaching including career assessment, resume & cover letter writing, agile internship job search strategy, personal branding, interview skills, career transitions, salary negotiations, and much more. Wherever you are in your career journey, the Career Design Lab team is here to support you. Link to <https://careerdesignlab.sps.columbia.edu/>

## *Netiquette*

*[Only applies to courses using online platforms]*

Online sessions in this course will be offered through Zoom, accessible through Canvas. A reliable Internet connection and functioning webcam and microphone are required. It is your responsibility to resolve any known technical issues prior to class. Your webcam should remain turned on for the duration of each class, and you should expect to be present the entire time. Avoid distractions and maintain professional etiquette. {{replace}}

**Please note:** Instructors may use Canvas or Zoom analytics in evaluating your online participation.

More guidance can be found at: <https://jolt.merlot.org/vol6no1/mintu-wimsatt_0310.htm>

Netiquette is a way of defining professionalism for collaborations and communication that take place in online environments. Here are some Student Guidelines for this class:

* Avoid using offensive language or language that is not appropriate for a professional setting.
* Do not criticize or mock someone’s abilities or skills.
* Communicate in a way that is clear, accurate and easy for others to understand.
* Balance collegiality with academic honesty.
* Keep an open-mind and be willing to express your opinion.
* Reflect on your statements and how they might impact others.
* Do not hesitate to ask for feedback.
* When in doubt, always check with your instructor for clarification.