COLUMBIA COLLEGE DAY CAMPUS

**REQUIRED COURSE SYLLABUS CONTENT CHECKLIST**

**Fall 2023**

# This document contains required Day Campus syllabus content. Please ensure each course syllabus includes the items listed in this checklist.

# INSTRUCTOR INFORMATION

* + Name
  + Office location and phone
  + Columbia College E-mail Address
  + Office Hours
  + Web Address (if available)

# COURSE INFORMATION FROM MASTER SYLLABUS

* + Title and course code (including course code for cross-listings)
  + Semester credit hours
  + Prerequisite(s)
  + Catalog course description
  + Course Learning Outcomes
  + Major Topics/Skills to be covered

# ADDITIONAL COURSE INFORMATION

* + Class time or hours per week (include laboratory time)
  + Required text(s) (complete bibliographical information)
  + Other required materials
  + Optional materials (if applicable)

# COURSE ORGANIZATION

* + Tentative schedule of topics and dates or amount of time devoted to topics
  + Tentative schedule of tests, assignments, papers, projects, etc. with specific dates and times and how they will be administered and submitted
  + Out-of-class activities (if appropriate)

# EVALUATION

* + All grades will be maintained regularly in the D2L gradebook
  + Assignments can be submitted through D2L. Due dates and times should be noted in D2L. Please provide students with any special submission instructions if needed.
  + Quizzes, tests, and/or final examination
  + Type of tests (true-false, multiple-choice, essay, etc.)
  + Means, other than tests, used to evaluate student performance
  + Grading scale (score equivalents of letter grades)
  + Weighting scale (percentages attributed to various evaluative methods to arrive at final grade)

# COURSE POLICIES

* + Make-up exams and late assignments
  + Academic honesty
  + Library resources (if appropriate)
  + Student conduct and expectations
  + Cell phone usage in classroom
  + Artificial Intelligence (AI) Usage
  + Virtual Attendance Guidelines (verbatim wording provided below)
  + Virtual Attendance Etiquette Guidelines (verbatim wording provided below)
  + Technology Requirements (verbatim wording provided below)
  + Student Accessibility Services (verbatim wording provided below)
  + Statement of Non-Discrimination (verbatim wording provided below)
  + Wellness, Health and Counseling Serviced (verbatim wording provided below)
  + Tutoring and Academic Coaching (verbatim wording provided below)
  + Writing Intensive (required for all writing intensive courses, verbatim wording provided below)

**Artificial Intelligence (AI) Usage (select one of the four statements below to insert in your syllabus)**

1. When AI is prohibited. Students are not allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT, Bard, or Dall-E 2) on assignments in this course. Each student is expected to complete each assignment without substantive assistance from others, including automated tools.

2. When AI is allowed with prior permission. Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT, Bard, or Dall-E 2) on assignments in this course if instructor permission is obtained in advance. Unless given permission to use those tools, each student is expected to complete each assignment without substantive assistance from others, including automated tools.

3. When AI is allowed with attribution. Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT, Bard, or Dall-E 2) on assignments in this course if that use is properly documented and credited.

4. When AI use is allowed without attribution. Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT, Bard, or Dall-E 2) on assignments in this course; no special documentation or citation is required.

**All statements below must be included in your syllabi verbatim. Please do not edit the wording.**

**Virtual Attendance Guidelines**

This course achieves the student learning outcomes, student engagement, and academic integrity through in-seat delivery and teaching methodologies where students are expected to attend together in the classroom. The College recognizes that there may be extenuating circumstances in which students who are able to actively engage and participate may be permitted to attend courses virtually. Virtual attendance will be the exception and not the rule. Students **may** be allowed to attend courses virtually in the event of one of the following:

* Documented quarantine or isolation due to COVID-19 exposure or illness
* Documented college-sanctioned extracurricular activities
* Documented illness preventing in-seat attendance
* Other documented extenuating circumstances that prevent in-seat attendance

Approval of virtual attendance is ultimately up to the instructor and may not be granted if the planned course activities for the course period cannot be reasonably accomplished virtually. Courses such as labs, studio classes, and practicums may not have a virtual option. Virtual arrangements should be made with the instructor well in advance, but at least 24 hours in advance of the course period. If requests are not made within this timeframe, it will be up to the instructor to determine whether they can accommodate virtual attendance.

These guidelines are subject to change at the discretion of the College at any time.

**Virtual Attendance Behavior Guidelines**

Student Attendance Policy: <https://www.ccis.edu/policies/student-attendance-policy.aspx>

Virtual class attendance, like attending class in-seat, is designed so learning takes place through real time interaction between you, your classmates, and your professor. When approved to attend class virtually by your instructor, you are required to be available and able to engage in this interaction during class time. Present yourself as if you are in the physical classroom on campus with your peers and professor and pay attention to the following:

* Focus your camera on your face and ensure your entire face is available. Be careful the camera is not solely focused on your forehead. Connecting with others is important to develop a community of learners. One way for instructors to assess pace of their presentation and gauge student understanding is to make eye contact with you and view your facial expressions and body language.
* Wear suitable attire when attending class. You are interacting with others in a professional setting and need to show respect for others. Be fully clothed, in attire you would wear in a physical classroom.
* Choose a distraction-free environment where you can engage in classroom interactions and learning. In addition, distractions in your background affect the learning of other students. Do not engage in other activities (like driving, cooking, lying in bed) while attending class. Position yourself to maintain appropriate classroom participation and interaction.

If you fail to follow these guidelines (& others specified by your instructor) you may not be marked present.

Students granted the option to be virtual for any class session may be required to complete the Virtual Attendance Etiquette Tutorial and accompanying quiz, which can be found in Online Course Access (D2L). It is your responsibility to adhere to appropriate virtual attendance behavior outlined in this tutorial.

**Technology Requirements**

When approved to attend a class period virtually you are required to have:

* A computer with reliable internet access, broadband wired or wireless (4G/LTE or 5G)
* Speakers and a microphone, built-in or USB plug-in, wireless Bluetooth, or Smartphone
* A webcam or HD webcam, built-in, USB plug-in, or Smartphone
* A web browser, Google Chrome or Mozilla Firefox preferred
* Acrobat Reader
* Microsoft Office or another word processor such as Open Office (available to students through this link: <https://www.ccis.edu/directory/technology-services/office-365-for-students>

More information about the technical requirements here: <https://www.ccis.edu/online/technical-requirements>

For more information or for technical support, contact Technology Services: <https://www.ccis.edu/directory/technology-services>

**Student Accessibility Services**

Columbia College is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any barriers to learning, communicate your concerns with the instructor. In addition to speaking with the instructor, the following resources are available to ensure an opportunity to learn in an inclusive environment that values mutual respect.

* For students with disabilities/conditions who are experiencing barriers to learning or assessment, contact the Student Accessibility Resources office, (573) 875-7626 or [sar@ccis.edu](mailto:sar@ccis.edu) to discuss a range of options to removing barriers in the course, including accommodations.
* For students who are experiencing conflict which is impacting their educational environment, contact the Office of Student Conduct, [studentconduct@ccis.edu](mailto:studentconduct@ccis.edu) or (573) 875-7877.
* For students who have concerns related to discrimination or harassment based on sex, gender identity, sexual orientation, and/or pregnancy or parental status, contact the Title IX Office, [titleixcoordinator@ccis.edu](mailto:titleixcoordinator@ccis.edu) or visit <https://www.ccis.edu/about/policies/title-ix-sexual-harassment>.

**Statement of Non-Discrimination**

Columbia College is committed to maintaining an educational and work environment that is free from discrimination and harassment in order to ensure the well-being of all members of our community, including students, faculty, staff and visitors. Discrimination and harassment, either intentional or unintentional, have no place in the learning and working environment. Columbia College prohibits discrimination on the basis of race, color, national origin, ethnicity, religion, sex, gender identity, sexual orientation, age, disability, marital status, pregnancy or parental status, veteran status or any status protected by law in its programs and activities, including employment and admissions. For more information please visit: <https://www.ccis.edu/directory/human-resources/title-ix/notice-of-non-discrimination>

**Wellness, Health & Counseling Services**

Life can be stressful, and we are here to help. The staff members of Columbia College’s Wellness, Health & Counseling Services are here to provide confidential, professional support. Academic pressure, the impacts of COVID-19, relationships, anxiety, depression and other mental health concerns, family issues, and adjusting to a new environment are just some of the concerns that can increase stress. We are available 8am-5pm on Monday-Friday. To make an appointment to talk with a counselor, call (573) 875-7423; to talk with the Nurse Practitioner, you can call the same number or use the Student Health Portal on myPortal to make an appointment. Also, check out the Counseling Services [webpage](https://www.ccis.edu/student-life/counseling-services) for numerous [online resources](https://www.ccis.edu/student-life/counseling-services). If our office is closed and you want to talk with someone immediately, you may contact the Crisis Text Line by texting HOME to 741741, or call the local Burrell Behavioral Health Crisis line at (800) 395-2132.

**Tutoring and Academic Coaching**

Tutoring is available to students through the Seabrook Writing Center and Tutoring Services and the Bruce Math Center located in Williams Hall. For information about tutoring availability, schedules, and hours, visit <https://www.ccis.edu/student-life/advising-tutoring/writing-math-tutoring>. For additional tutoring options, visit D2L, and under the **Resources** tab, select **Tutoring Services**. For additional academic support, select **Academic Coaching** under the **Resources** tab in D2L.

**Writing Intensive (add this section if you are teaching a writing intensive course)**

This course is Writing Intensive, which fulfills one of your General Education requirements. This means a significant portion of your grade and course time will be devoted to drafting, revising, and writing.