|  |  |
| --- | --- |
|  | [Course Number and Title] |
| **Meeting Day, Time, Location:** [###] |
| **Semester:** [###] **Year:** [ #### ] **Units:** 3 **Type:** Free Elective |

**Notes to Instructors [Remove all notes before submitting syllabi]:**

**1) Please fill out the syllabus completely. If you don’t directly adapt this sample, each section should still be in your syllabus.**

**2) After reading the comments, please remove this from the final copy.**

**3) If you have TA’s, please be sure that each TA has a signed contract on file with StuCo Exec.**

**5) If you cancel a StuCo course session, a request should be sent, *well in advance of the start time of the class*, to** [**cmustuco@gmail.com.**](mailto:cmustuco@gmail.com) **You must include the reason for the cancellation and a plan for making up the session in your message.**

**Instructor(s) information (add an additional section for each instructor)**

|  |  |
| --- | --- |
| **Name** | [Include your preferred name] |
| **Contact Info** | [Include information for your preferred method of contact here] |
| **Office hours** | [If there isn’t regular OH, set Office Hours as “by appointment”] |

**TA Information [If applicable]**

|  |  |
| --- | --- |
| **TA name** | [Include TA’s preferred name] |
| **TA Contact Info** | [Include information for TA’s preferred method of contact here] |
| **Office hours** |  |

# **Course Description**

* [What will students learn (i.e., knowledge or skills as opposed to topics) in your course? How will this information help them develop as scholars, learners, or future professionals? What will students experience in the course (e.g., instructional methods, assessments, etc.)? ]
* [Are there any prerequisites for your course or assumed prior knowledge?]
* [Is your StuCo discussion based, lab based, lecture based, etc. ]
* [If you have a course website/canvas/piazza, link it here!]

# **Learning Objectives**

* [What, specifically, will students be able to do or demonstrate once they’ve completed the course? Identify 3 to 8 course-level learning objectives for the course syllabus. Be as descriptive as possible.]
* *E.g. Learn how to play Minecraft, understand how to setup a network server to host a Minecraft game*
* *E.g. Get hands on experience on writing and performing sketches, understand how to perform an engaging and captivating sketch*
* *E.g. Understand the inner workings of Harry Potter, see the Harry Potter story from the different perspectives of the characters within the story*

# **Additional Materials**

* [What materials are required for your course (e.g., textbooks, software, lab equipment, online access to services, tools, props, etc.)?]
* [If a fee is required for any of the materials, and this fee is to be paid by the students, you MUST state the amount here and how it is to be paid.]

# **Attendance Policies**

* Students are expected to attend every class. Students that have more than 2 unexcused absences will automatically fail the course. This is a strict policy. Students with legitimate reasons to miss class should inform the instructors in advance as soon as possible.
* [In this section, highlight how you will be taking attendance]
* [How is attendance and/or participation a graded component of your course? How will you measure student performance (lab participation, quizzes, entry questions]
* [What counts as an excused absence (religious observance, illness, job interviews, etc) is up to the instructors but should be outlined here]

# **Assessments**

The final course grade will be calculated using the following categories: [some example fields have been filled out for you. All StuCos are required to have some sort of midterm assessment and final assessment. This can take the form of a standard examination, an online quiz, a hands-on project, a presentation, or some reasonable form relevant to the course]

|  |  |
| --- | --- |
| **Assessment** | **Percentage of Final Grade** |
| Participation |  |
| Midterm |  |
| Final |  |
| Other [if applicable] |  |

* [Brief description of Midterm]: 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 Final]: 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 any other assessments]

Students will be assigned the following final grades, based on calculations coming from the course assessment section. [edit as needed to fit your StuCo’s grading scheme]

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| --- | --- |
| **Grade** | **Percentage Interval** |
| P | 60-100% |
| R (F) | 0-59% |

# **Grading Policies**

* **Late-work policy**: [Will you accept late work? If so, up until when? Will you deduct points for late work, and if so, how many? Will you require any sort of documentation (e.g., doctor’s note)? ]
* **Make-up work policy**: [Will you allow students to make-up assignments and/or assessments? If so, how should they request to make-up the work (e.g., in writing, at least 24-hours prior to the due date, etc.)? Will you require any sort of documentation (e.g., doctor’s note)?]
* **Re-grade policy**: [If students ask you to re-grade their work, will you? If so, how should they request a re-grade (e.g., in writing, in office hours, within one week of receiving the graded assignment)?]
* **Attendance and/or participation policy**: [Is attendance and/or participation a graded component of your course? If so, how will you measure student performance (e.g., a sign-in sheet, a tally sheet, etc.)? ]

# **Course Schedule**

[**VERY IMPORTANT, must be filled out thoroughly, please check the academic calendar and take into account university holidays]**

**[For each class meeting, please provide the planned topic in a few words and outline the planned activities in a few sentences.]**

|  |  |  |
| --- | --- | --- |
| **Date** | **Theme/Topic** | **Assignments Due [if applicable]** |
| 2/28/2020 | (Example) **Drama and Theatre in Greek Mythology**  We will be discussing the plot and themes of the Greek tragedies Oedipus Rex, Iphigenia, Oresteia, and the Greek comedy Lysistrata. | n/a |
| 3/7/2020 | (Example) **Web-Scraping**  We will learn how to use Python and BeautifulSoup to write automated scripts that retrieve data and information from the Inter-Web | n/a |
| 3/14/2020 | (Example) **Minecraft Redstone**  We will learn the basics of how redstone circuitry in Minecraft works, and use it to construct some simple analog circuits and contraptions, including a self-opening door. | n/a |
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# **Remote Teaching**

* For most classes, Zoom meetings are still appropriate and can be used in lieu of class. For specific categories of classes, alternative formats such as recorded tutorials, office hours for projects may be more appropriate. If the class cannot be held online, please inform StuCo Exec in advance.
* **Asynchronous participation is only permitted for students located in time zones that make it inconvenient for them to attend class in real time. Instructors need to obtain proof from these students that they indeed cannot attend class at the usual time. These students will then watch recordings and complete after-class exercises (e.g. a checkout quiz for each class) to make sure they progress at the normal pace. However, this cannot replace real-time class. The recording cannot be pre-recorded, and has to contain real-time in-class interactions with the synchronous students. Please include your course’s implementation of this policy here in your syllabus.**

# **Course Note**

**[Please append this section to the end of your syllabus exactly as it is below. This section is required and changing it is not allowed.]**

**Academic Integrity & Collaboration**: *From CMU’s Policy on Academic Integrity:* In any manner of presentation, it is the responsibility of each student to produce her/his own original academic work. Collaboration or assistance on academic work to be graded is not permitted unless explicitly authorized by the course instructor(s). Students may utilize the assistance provided by Academic Development, the Global Communication Center, and the Academic Resource Center (CMU-Q) unless specifically prohibited by the course instructor(s). Any other sources of collaboration or assistance must be specifically authorized by the course instructor(s).

In all academic work to be graded, the citation of all sources is required. When collaboration or assistance is permitted by the course instructor(s) or when a student utilizes the services provided by Academic Development, the Global Communication Center, and the Academic Resource Center (CMU-Q), the acknowledgement of any collaboration or assistance is likewise required. This citation and acknowledgement must be incorporated into the work submitted and not separately or at a later point in time. Failure to do so is dishonest and is subject to disciplinary action.

Instructors have a duty to communicate their expectations including those specific to collaboration, assistance, citation and acknowledgement within each course. Students likewise have a duty to ensure that they understand and abide by the standards that apply in any course or academic activity. In the absence of such understanding, it is the student’s responsibility to seek additional information and clarification.

**Accommodations for students with disabilities**: If you have a disability and have an accommodations letter from the Disability Resources office, I encourage you to discuss your accommodations and needs with me as early in the semester as possible. I will work with you to ensure that accommodations are provided as appropriate. If you suspect that you may have a disability and would benefit from accommodations but are not yet registered with the Office of Disability Resources, I encourage you to contact them at access@andrew.cmu.edu.

**Statement on student wellness**: This semester is unlike any other. We are all under a lot of stress and uncertainty at this time. Attending Zoom classes all day can take its toll on our mental health. Make sure to move regularly, eat well, and reach out to your support system or Judy Hallinen [hallinen@cmu.edu] if you need to. We can all benefit from support in times of stress, and this semester is no exception. If you or anyone you know experiences any academic stress, difficult life events, or feelings like anxiety or depression, we strongly encourage you to seek support. Counseling and Psychological Services (CaPS) is here to help: call 412-268-2922 and visit their website athttp://www.cmu.edu/counseling/. Consider reaching out to a friend, faculty or family member you trust for help getting connected to the support that can help.