

Crafting Your Syllabi: Links and Samples

Lehman Syllabi Template:

http://lehman.edu/research/assessment/documents/SyllabiGuidelines_000.pdf

The Professor, Course Basics and Beyond:

SAMPLE BEYOND

- Cindy Lobel, HIU 350

Welcome to HIU 350, Section H01W. In this writing-intensive course, we will explore the history of food in the United States. While food is elemental and everyone eats, the way we eat, the meanings and rituals we attach to eating, and the role food plays in shaping our identity – as individuals, families, and communities – are historically constructed. In this course, we will explore the changing relationship between American foodways and culture from the 17th century to the present with a particular focus on the ways in which food shapes and reflects identity – individual, group, and national. We will also keep a close watch on parallels and differences between the past and the present.

This course is a hybrid format. Half of our class sessions will take place in the classroom and the other half will occur online. Our classroom sessions will combine lecture, discussion, and small group projects. The online component will involve videos, lectures, informal responses, and guided discussions (utilizing discussion board) as well as taking advantage of the technology available for exploring US foodways, past and present (websites, online museums, etc.)

- Stefan Becker, GEO 228

We all are confronted with our weather on a daily basis – it often determines our daily activities. Therefore, most of us are at least somewhat interested in finding out more about our weather. The objective of this course is to introduce you to the processes, which take place in our atmosphere and determine our weather. You will gain a solid basic understanding of the background and characteristics of the processes, which determine the daily weather situation as well as the long-term climates on our planet. This knowledge is fundamental to the understanding of numerous phenomena, which you are confronted with on a daily basis as well as during your further studies and careers. You will - for example - find out, which processes produce a rainbow, how a tornado or hurricane works, what causes strong winds, why we sometimes get polluted air in the city, why some clouds produce precipitation and others not, etc.

The course will be taught in a “flipped classroom mode” – you will watch the video lectures at home at your own pace and we will use the time in class to help you revisit concepts you struggled to understand, discuss applications of the content you learned, and overall engage in an interactive learning experience. During the class sessions you will learn to express your thoughts clearly and persuasively, and to reason critically, creatively, and independently.

Bloom’s Taxonomy

Vanderbilt University Center for Teaching

<https://cft.vanderbilt.edu/guides-sub-pages/blooms-taxonomy/>

What Promises Am I Making?

Objective	Assessment
Demonstrate an ability to read and “decode” texts from the 17 th to the 21 st Century ENG 227 Pettipiece	250 word write-ups (125 word summary; 125 word analysis) completed on each reading assignment.
Demonstrate the ability to assess and articulate factors that affect children’s physical, social, emotional, cognitive, language, and aesthetic development ECE 301 McNamee	Child Study (background information on child, documentation of weekly observations, PP class presentation)
Demonstrate the ability to use the library and other information resources to identify and use articles, books, data, and other information used by sociologists. SOC 300 Goode	Annotated Bibliography



Blackboard

For help with Portal/Blackboard Username or Password problems: Lehman HELP DESK in the IT Center in Carman Hall (ext. 1111). Off campus: (718) 960-1111

<http://www.lehman.edu/itr/about-it-center.php>

Affordability and Access:

- Put a copy of required texts on closed reserve in the library
- Anticipate technology problems (Two Examples)

Amber McGruder ENG 121

There is no textbook required for this class, however you will be required to research, access Blackboard, and at times print typed assignments. If you do not have continuous access to a computer, Internet, and printer, be sure to become familiar with the Library and various computer labs on campus.

Cindy Lobel HIU 350

Blackboard is a large, integrated system, and all such systems do have unscheduled down time, however unusual and short-lived. Furthermore, there is no CUNY or Lehman College policy to restore courses in which all or part of the content is deleted, damaged or otherwise becomes inaccessible. Therefore, students (as all users) are strongly urged to keep a print and electronic backup of all the class work they have submitted.

Be sure to have on hand my email address in case of any system failure: in such a case you should check the Blackboard link on the Lehman home page for the latest information on service interruptions and email me for specific instructions, should you need them.

The Lehman Context: Policies and Services (COPY/PASTE INTO YOUR SYLLABI – CHECK)

Academic Integrity: CUNY Policy

<http://www.lehman.cuny.edu/student-affairs/documents/student-handbook-02.pdf>

The most common forms of academic dishonesty are cheating and plagiarism. Cheating is taking or giving help on a test: for example, using unauthorized books, papers, or notes during an examination; or procuring, distributing, or using unauthorized copies of examination. Plagiarism means the failure to give credit for the source of another's words or ideas, or—as in the use of borrowed or purchased papers—passing off another person's work as one's own.

Accommodating Disabilities:

Lehman College is committed to providing access to all programs and curricula to all students. Students with disabilities who need classroom accommodations should register with the Office of Student Disability Services (Shuster Hall, Room 239, Telephone # 718-960-8441).

The Academic Center for Excellence (ACE) and the Science Learning Center (SLC)

The Academic Center of Excellence and the Science Learning Center are two tutoring centers on campus. The ACE (Telephone #718-960-8175) provides appointment-based and drop-in tutoring in the humanities, social sciences, and writing, as well as general writing and academic skills workshops. The SLC (Telephone # 718-960-7707) provides drop-in tutoring for natural science courses. For more information, visit <http://www.lehman.edu/issp>

Sample Course Calendar/Schedule

GEO 245 Earth Materials – Spring 2016 Class Schedule		
PROVISIONAL SCHEDULE PENDING FIELD TRIP DATE FINALIZATION		
Please Note: This schedule is subject to minor change.		
All reading assignments are to be completed before class.		
Date	Topic	Reading
3 Feb	Introduction and Overview Lab 1: Geologic time and earth material, REE	Earth Materials Ch. 1
10 Feb	Crystals, Minerals & Rocks, Composition of the Earth Lab 2: The rock cycle and mineral resources	Earth Materials Ch. 2
17 Feb	Minerals: Physical & Chemical Composition Lab 3: Mineral Identification	Earth Materials Ch. 3
24 Feb	Crystal Structure Lab 4: Crystal Structure (Crystal Viewer)	Earth Materials Ch. 4
2 Mar	Exam 1 Igneous Rock Forming Minerals	Earth Materials Ch. 7
9 Mar	How Do Igneous Rocks Form? Lab 5: Mineral formula: geochemical calculation	Earth Materials Ch. 8
16 Mar	Igneous Rocks: Occurrence, Classification & Plate Tectonic Setting Lab 6: Ore minerals/abundant metals/geologic map	Earth Materials Ch. 9
23 Mar	Exam 2 Sedimentary Rock-Forming Minerals and Materials	Earth Materials Ch. 10
30 Mar	Sedimentary Rock-Forming Minerals and Materials	Earth Materials Ch. 11
6 Apr	Formation, Transport, and Lithification of Sediments Lab 7: Introduction to sieve technique and data analysis	
13 Apr	Sedimentary Rock Classification, Occurrence & Plate Tectonic Significance Lab 8: Identification of sediment genesis	Earth Materials Ch. 12
20 Apr	Metamorphic Rock-Forming Minerals	Earth Materials Ch. 13
APR 22-30	SPRING RECESS (NO CLASS)	
4 May	Metamorphic Rocks Lab 9: Metamorphic rocks	Earth Materials Ch. 14
11 May	Some Economic Minerals; Earth Materials and Human Health Lab 10: Estimating coal supplies and economic benefit	Earth Materials Ch. 15, 16
18 May	REVIEW	
25 May	FINAL EXAM	

Lehman Syllabi “Snippets”

Attendance (Magruder)

Attendance Policy. Attendance and participation is 15% part of your grade. For every class that you attend and participate in you will earn 1 point. *Life happens, of course, but it is your responsibility to maintain communication with me and let me know if there are any extenuating circumstances that are preventing you from attending class regularly.* In addition, you are allowed three absences. This means you can miss three classes without penalty. Any additional absence will impact your grade. Your final grade will be lowered by 5 points for every additional absence.

Lateness (McNamee)

Lateness. As adults, students are expected to behave as professionals which includes arrival in class on time, submission of work on time, and participation in class individually and as a group member. Class will usually begin with a “writing to a prompt” activity between 1-1:15 without the option of makeup.

Discussion Etiquette (Pettipiece)

Class discussions. All class discussions will be governed by respect to time and audience; no monopolizing the discussion, no undermining of your peers will be tolerated.

Cell Phones (Sen)

Cell Phones. ABSOLUTELY NO CELL PHONES or other electronic communications devices are permitted in class. First-time cell phone use will result in a warning. Repeated cell phone use will result in your being ask to leave the class for the day. The only possible exception to this digital exclusion is a laptop computer – but ONLY for note taking.

Where Do I Go Now?

- Your Department Chair
- Colleagues in Your Department
- Lehman College Writing Across the Curriculum Web Site
<http://www.lehman.edu/academics/wac/designing-enhanced-course.php>
- CUNY Academic Commons (social network site) <http://commons.gc.cuny.edu/>