# Syllabus: Course Title

# Montclair State University

This course runs from **[Section Start Date]** to **[Section End Date]**

## Course Information:

*[Include any information pertaining to the meeting time, location, and modality of your course.]*

* Course Modality:
* Meeting Times:
* Location:

## Professor Information:

*[Complete and edit as appropriate.]*

* Professor Name:
* Department:
* Office Location:
* Availability/Open Student Hours:
* Email:
* Phone #:

## Course Catalog Description:

[*The course description, available in the* [*University Catalog*](http://catalog.montclair.edu/coursesaz/)*, presents broad, general goals about what students are expected to learn.*]

## Course Overview:

[*Use this block to supplement the official course description as needed. Add a welcome message to students and offer an overview of your course and your teaching approach. See* [*Warming up Your Syllabus*](https://www.montclair.edu/faculty-excellence/teaching-resources/pedagogical-strategies-that-support-learning/warming-up-your-syllabus/?) *for strategies and examples.*]

## Student Learning Outcomes:

[*Student Learning Outcomes (SLOs) are clear, assessable statements that enable students to demonstrate learning in line with course goals. Typically courses have 3-5 SLOs.*

*Before writing SLOs, instructors should see if their department has defined SLOs for this course. If not, instructors may find Bloom's Taxonomy and this* [*Plan Your Course*](https://www.montclair.edu/faculty-excellence/teaching-resources/clear-course-design/plan-your-course/) *helpful in writing assessable SLOs.*]

## Course Materials:

[*List required or recommended texts and resources, including web resources and technologies, indicating whether items are linked on Canvas, for example.*

*Consider providing estimated costs and suggested methods for sourcing, including whether resources are available through the library. See* [*Sprague Library*](https://www.montclair.edu/library/services-and-spaces/reserves/?) *for further guidance.]*

## Course Schedule:

[*Include a summary schedule with a link to a separate Canvas page or file that details the weekly schedule of topics, activities, assignments, and assessments. Schedule templates are available on Canvas Commons.*] It may be helpful to review the [Academic Calendar.](https://www.montclair.edu/academics/academic-calendar/2022-2023/)

## Grading Breakdown:

[*Provide students with an overview of how final grades are calculated, identifying the primary elements and corresponding weights. Typically the syllabus does not include assignment details and instructions. Include these details within individual assignments. See* [*Plan for Grading*](https://www.montclair.edu/faculty-excellence/plan-for-grading/) *for guidance.*]

|  |  |
| --- | --- |
| Element | Percentage of Grade |
| Element 1 | % |
| Element 2 | % |
| Element 3 | % |
| Element 4 | % |
| Element 5 | % |

## Grading Scale:

|  |  |
| --- | --- |
| A | 94-100% |
| A- | 90-93% |
| B+ | 87-89% |
| B | 84-86% |
| B- | 80-83% |
| C+ | 77-79% |
| C | 74-76% |
| C- | 70-73% |
| D+ (undergraduate only) | 67-69% |
| D (undergraduate only) | 64-66% |
| D- (undergraduate only) | 60-63% |
| F | 0-59% |

## Academic Honesty and Integrity:

[*Instructors may wish to revise or extend this statement.*]

[*Instructors may wish to revise or extend this statement, including addressing preferences or rules regarding Gen AI, either within this statement or as a separate component. See* [*AI Course Policies and Assignment Guidelines*](https://www.montclair.edu/faculty-excellence/teaching-resources/clear-course-design/practical-responses-to-chat-gpt/9569-2/) *for guidance.]*

Academic Honesty is a core University value. Take time to understand the [University's policy](https://www.montclair.edu/policies/all-policies/academic-dishonesty/). Your questions about academic honesty are always welcome. You can ask me or consult the [Center for Academic Success and Tutoring (CAST)](https://www.montclair.edu/center-for-academic-success-and-tutoring/) or the [Center for Writing Excellence (CWE)](https://www.montclair.edu/center-for-writing-excellence/) before submitting work.

## Course Policies:

[*Foreground high-level policies relevant to students' success in your course, including policies on late work, attendance, etc.*]

* **Late Work Policy:**
* **Attendance Policy:**
* **Other Policies:** [*specify any other policies you may have, e.g., participation, classroom climate, extra credit opportunities, test or exam conditions, etc.*]

## Resources:

**Academic**

* [Academic Advising](https://www.montclair.edu/red-hawk-central/academic-advising/) is available for all students, with **success centers** in every college and school:
  + - [College of the Arts](https://www.montclair.edu/arts/student-services/)
    - [College for Community Health](https://www.montclair.edu/cchl/student-success/student-success-center/)
    - [College for Education and Engaged Learning](https://www.montclair.edu/ceel/students/academic-advising/)
    - [College of Humanities and Social Sciences](https://www.montclair.edu/chss/student-services/advising/?)
    - [The Feliciano School of Business](https://www.montclair.edu/business/academic-advising/?)
    - [College of Science and Mathematics](https://www.montclair.edu/csam/current-undergraduate/academic-advising/?)
    - [The School of Nursing](https://www.montclair.edu/nursing/contact-us/?)
    - [University College Academic Advising](https://www.montclair.edu/university-college/academic-advising/?)
* [Career Services](https://www.montclair.edu/career-services/?): Provided by each college and school’s success centers.
* [Center for Academic Success and Tutoring (CAST)](https://www.montclair.edu/center-for-academic-success-and-tutoring/): Tutoring, supplementary instruction, and peer coaching for common struggles with subject matter, time management, studying, and managing school-work-life balance.
* [Center for Writing Excellence](https://www.montclair.edu/center-for-writing-excellence/): Tutoring and workshops on writing.
* [The Disability Resource Center (DRC)](https://www.montclair.edu/disability-resource-center/): Assistance for students in receiving accommodations to equalize access. Use the [AIM web portal](https://www.montclair.edu/disability-resource-center/aim/) to apply for DRC services.
* [Navigate](https://www.montclair.edu/navigate/students/): The tool that connects you to your support team across campus.
* [Public Speaking Resource Center (PSRC)](https://www.montclair.edu/school-of-communication-and-media/public-speaking-resource-center/): Assistance and coaching for individual or group presentations. and job interviewing.
* [Sprague Library](https://www.montclair.edu/library/): A host of [resources](https://www.montclair.edu/library/find/), including [research help](https://www.montclair.edu/library/research-help/) by appointment, chat, email, and through [discipline-specific guides](https://montclair.libguides.com/);[course reserves](https://www.montclair.edu/library/services-and-spaces/reserves/reserves-information-for-students/?); [streaming media](https://www.montclair.edu/library/find/streaming-video-and-audio/); and [study spaces](https://www.montclair.edu/library/services-and-spaces/study-spaces/).

**Well-being**

* [The Office of the Dean of Students](https://www.montclair.edu/dean-of-students/) resolves concerns that impact academic and/or personal well-being: deanofstudents@montclair.edu/973-655-4118. For housing, food, or life concerns, see [Student Social Services](https://www.montclair.edu/dean-of-students/student-social-services/); for professional clothing, see [Rocky's Closet](https://www.montclair.edu/student-services/rockys-closet/); for food security, see [Red Hawk Pantry](https://www.montclair.edu/hunger-free/red-hawk-pantry/).
* [Counseling and Psychological Services (CAPS)](https://www.montclair.edu/counseling-and-psychological-services/) provides free short-term counseling, group therapy, online therapy ([TAO resources](https://www.montclair.edu/counseling-and-psychological-services/services/tao/) and [Uwill teletherapy](https://www.montclair.edu/counseling-and-psychological-services/uwill-free-teletherapy-for-students/)), [Let’s Talk “walk-ins”](https://www.montclair.edu/counseling-and-psychological-services/services/lets-talk/) and referrals that are confidential. Phone: 973-655-5211.
  + In a crisis after hours, select option “2” or University Police at 973-655-5222. The National Suicide Prevention Hotline offers 24/7 support at 800-273-8255.
* [MSU Cares](https://www.montclair.edu/msu-cares/) helps students who are alone, stressed, or afraid. Community members may report concerns about a student via a [CARE Report](https://montclair-advocate.symplicity.com/care_report/index.php/pid534414?).
* [Office Of Student Belonging](https://www.montclair.edu/office-of-student-belonging/?) provides engaging and supportive opportunities through programming for all students.
* [Student Health Services](https://www.montclair.edu/university-health-center/)

**Student Services**

* [Red Hawk Central](https://www.montclair.edu/red-hawk-central/): The first stop for administrative and financial questions should be Red Hawk Central, which is home to Student Accounts, Financial Aid, and the Registrar. Live chat available at the website for referrals and quick questions.
* [Undergraduate Student Guide](https://www.montclair.edu/student-services/guide/?) or the [Graduate Student Guide](https://www.montclair.edu/graduate-students/academic-policies-procedures-guidelines/): Your rights and responsibilities as a Montclair State University student. See additionally:
  + - [Campus Climate for Civility and Human Dignity](https://www.montclair.edu/policies/all-policies/human-relations-statement-on-campus-climate-for-civility-and-human-dignity/) aims to foster an atmosphere of respect, understanding, and goodwill.
    - [Preferred Name](https://www.montclair.edu/dean-of-students/preferred-names/): Students may select their preferred name for use at the University. [Apply](https://montclair.campuslabs.com/engage/submitter/form/start/421483) online to make changes.
    - [Sexual Violence Policies and Support](https://www.montclair.edu/sexual-violence/get-help/): The University is committed to a safe environment, and investigates all reports of sexual misconduct. If you share sexual misconduct information with instructors, your instructor is required to report this to the Title IX officer.

## Technical Support:

* To troubleshoot Canvas problems, click "Help" in the left-hand navigation, visit the [Montclair State Canvas Student Orientation](https://montclair.instructure.com/courses/12760), or consult the [Instructure Canvas Student Guides](https://community.canvaslms.com/t5/Student-Guide/tkb-p/student).
* Canvas browser recommendations: Chrome, Firefox or Edge. Safari is not recommended.
* Call the [IT Service Desk](https://www.montclair.edu/information-technology/it-service-desk/) directly at 973-655-7971 or [itservicedesk@mail.montclair.edu](mailto:itservicedesk@mail.montclair.edu) for support with log-in, network access, email, and university software and hardware.
* Maximize Wi-Fi functionality by connecting to [MSU Secure Wi-Fi](https://www.montclair.edu/information-technology/connect-to-wireless-network) using your NetID.
* Software: Students have free access to [Microsoft Office 365 Education](https://www.montclair.edu/student-services/2020/08/04/free-ms-office/?wp_logged_in=true) and [Google Apps for Education](https://www.montclair.edu/information-technology/gmail-and-google-apps-faculty-students/), specialized software is available at the [MSU Software repository](https://www.montclair.edu/information-technology/additional-software-students/).
* [Public computer labs and on-campus loaner laptops](https://www.montclair.edu/information-technology/public-computing-labs/labs-schedule/).