A logo for a university

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# [WRT] [Course Number].[Section Number]: Course Title

# Fall 2024

# Contact and Course Information

**Instructor:** Instructor Name (including how you preferred to be addressed)

**Office Location:** [Higgins Hall 210 is the large adjunct office in Higgins Hall available for adjunct use. However, office hours are not required for part-time instructors. PT instructors may omit this information from syllabus.]

**Telephone:** Preferred number (if any)

**Email:** WCSU email address

**Office Hours:** (If applicable)

**Course Meeting Days/Times:** Indicated course meeting days/times

**Classroom/Location:** Class meeting location including building and room number (Spell out the building name)

**Course Credit Hours:** 4

## Course Description

[Take the language verbatim from the course outline. You may, of course, add your own introductory material before or after this section. Do not change the course description; do not add language that expands or narrows the scope of the course. Do not include the course rationale.]

## Course Learning Outcomes

At the end of this course, students should be able to:

* Outcome 1

[Copy the outcomes verbatim from the course outline. Do not include any additional information from the course proposal.]

## Books/Materials Required

[Provide full textbook citation, including ISBN. Also include any additional readings beyond a textbook.]

# Course Expectations

## Attendance and Participation

[Insert a clear course attendance policy including details on penalties for tardiness, absences, and expected participation throughout the course. If this is an online class, specify how attendance/participation will be monitored. Be mindful of the [“Guidelines on Classes Missed Because of University Sponsored Events and Religious Holidays”](https://www.wcsu.edu/faculty-handbook/policies-pertaining-to-students/guidelines-on-classes-missed-because-of-university-sponsored-events/).]

## Grading

[Include details of how grades will be calculated, including the percentage or point value allotted to graded assignments. The table below is formatted correctly; just replace the title of assignments and points with your own. Do not include more than one line of information per cell. [More information about using tables](https://accessibility.umn.edu/what-you-can-do/start-7-core-skills/tables).]

### Grading Breakdown

[Replace the assignments and percentage or points with your own section’s information.]

|  |  |
| --- | --- |
| Course Requirements | Percentage or Points |
| Homework and Short Quizzes | 200 Points |
| In-Class Exams | 200 Points |
| Final Exam | 250 Points |
| Final Presentation | 350 Points |
| Total: | 1000 Points |

### Letter Grades

[Provide a grading scale for the course. The university uses the following grading scale to determine overall GPA. The table is formatted correctly.]

|  |  |
| --- | --- |
| Letter Grade | Range |
| A | 100% to 94% |
| A- | <94% to 90% |
| B+ | <90% to 87% |
| B | <87% to 84% |
| B- | <84% to 80% |
| C+ | <80% to 77% |
| C | <77% to 74% |
| C- | <74% to 70% |
| D+ | <70% to 67% |
| D | <67% to 64% |
| D- | <64% to 61% |
| F | <61% to 0% |

## Assignments

[Provide information on how assignments should be submitted. List out all assignments with details.]

### Late Assignments

[Be specific in consequences for late or missing work, including grade penalties, communication expectations and all other appropriate details.]

# Course Policies

## Students with Disabilities

\*AccessAbility Services engages in an interactive process with each student and reviews requests for accommodations on an individualized, case-by-case basis. Depending on the nature of the functional limitations of the student’s documented disability, he/she may be eligible for accommodations. AAS collaborates with students and their faculty to coordinate approved accommodations and services for qualified students with disabilities. If you have a documented disability for which you are or may be requesting an accommodation, you are encouraged to contact AccessAbility Services (AAS) as soon as possible. You may contact AAS by calling (203) 837-8225 (voice), (203) 837-3235 (TTY) or by e-mailing [aas@wcsu.edu](mailto:aas@wcsu.edu). Detailed information regarding the process to request accommodations is available on the AAS website at: [AccessAbility Services](https://www.wcsu.edu/accessability) ([www.wcsu.edu/accessability)](https://www.wcsu.edu/accessability). If your request for accommodation(s) is approved and you request accommodation letters, an accommodation letter will be emailed to faculty members. (Note: Student request for accommodations must be filed each semester and accommodations are not retroactive.)

## Department of Creative and Professional Writing Policy on Academic Honesty

\*The Department of Creative and Professional Writing follows the [University guidelines regarding academic honesty](https://www.wcsu.edu/catalogs/undergraduate/academic-services-procedures) and issues of plagiarism (wcsu.edu/catalogs/undergraduate/academic-services-procedures)

In the specific context of writing, we highlight some particular problems with plagiarism. Plagiarism violations include:

* Submitting material that is not one’s own.
* Using material—words and/or ideas—directly from a source without proper citation and attribution.
* Submitting a project written for one course, past or present, as new material in another course without the explicit permission of the instructor.

**To emphasize:** the use of artificial intelligence or other text generators for any assignment is prohibited in all Writing courses. Using ChatGPT or other similar tools to "get started" is a violation of this policy.

In accordance with University policy, plagiarism on an assignment may be grounds for failing the course and the filing of an Academic Dishonesty Report, which will escalate the situation to higher administrative decisions. Plagiarism and other forms of academic dishonesty are serious academic offenses and will be treated as such in this course. Please familiarize yourself with the university’s policy on plagiarism in your academic catalogue and/or student handbook. Plagiarism is the use of another writer’s words or ideas without acknowledgment of their source. The penalty for plagiarism will be course failure and will be reported to the appropriate Dean(s) and other university officials.

We encourage students to speak with us openly and honestly regarding any questions surrounding academic honesty and plagiarism.

## The Writing Center

[This may be used verbatim. Feel free to add additional information.] Experienced writers know the best way to become an even stronger writer is to *talk with other writers*. The Writing Center is a great place to do that. The Writing Center offers one-to-one consultations on writing for any class, at any stage, from brainstorming and developing outlines to writing strong sentences and documenting sources. For more information, visit the [Writing Center website](https://wcsu.edu/writingcenter) ([wcsu.edu/writingcenter](https://wcsu.edu/writingcenter)).

# Course Schedule

[Provide a schedule every assignment with enough detail that students can refer to the syllabus and know the due date and expectations for the assignment. If you expect to add additional assignments from time to time that are not in the schedule or reserve the right to add assignments such as quizzes if necessary, explain this, but try to keep that practice to a minimum.

For your *optional* use, this table is formatted correctly. In order for a screen reader to interpret information correctly, please keep information to one line only in each box. To remove any of the columns, highlight the full column and press delete.]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Class Week/ Number | Topics/Chapter | Reading | Assignment | Due Date/Time | Other |
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# Optional Additional Policies

Below are some optional additional policies suggested by AccessAbility Services and the Office of Equity and Inclusion that you might consider including in your syllabus. Feel free to use all or parts of the language below.

## Minimum Student Preparation Hours

Include a statement of the amount of time expected of students outside of class time. For example, students should devote a minimum of two hours of preparation for each hour of class time.

## Syllabus Modifications

Note: This syllabus is subject to modifications by the instructor.

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# Course Requirements

## Technical Requirements

Provide information on any specific course requirements, such as knowledge of or access to specific software. Include a list of any software required to access course material or to submit assignments. Also include any hardware requirements for the course such as cameras, lab equipment, etc. If this is an online class, specify the minimum technology skills necessary for participation in course.

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# Course Policies and Expectations

## Classroom and Communication Policies

### Email Communication

Provide clear expectations and guidelines that students use their official WCSU email account and/or blackboard email. Please be clear and specific about what to use and what you will or will not respond to. Faculty members should provide a max number of days students should wait for a response. The CSCU technology policy requires all faculty communication with students to be conducted via the official WCSU email account.

### Electronic Devices & Technology

Provide information on your policy of technology/electronic devices in the classroom. Keep in mind that many of our students have grown up with technology integrated into their education and probably do better with using a computer to take notes.

### Professional and Ethical Behavior

Provide information on the professional and/or ethical behavior expected within class.

Provide a statement about your specific classroom behavior expectations. After, include the following statement.

All students are expected to exhibit appropriate behavior in the classroom setting (in person or online) as outlined in this syllabus.  Any student that acts inappropriately or violates academic integrity, may be referred to the Office of Judicial Affairs for violation of the Student Code of Conduct.  Here is a link to the [Student Code of Conduct](https://www.wcsu.edu/judicial-affairs/wp-content/uploads/sites/173/2020/08/2.1-StudentCodeofConduct.pdf) (https://www.wcsu.edu/judicial-affairs/wp-content/uploads/sites/173/2020/08/2.1-StudentCodeofConduct.pdf).

### Religious Holidays

As indicated by WCSU’s Guidelines on Classes Missed Because of University Sponsored Events, any student missing classes or other assigned work due to religious holiday observances shall have the opportunity to make up that work during the semester. It is the student’s responsibility to notify the instructor prior to any observed holiday.

# Student Services and Technical Resources

## Student Services

The [A-Z of Student Services](https://www.wcsu.edu/studenthandbook/a-z-of-student-services/) provides a list of services available to all WCSU students.

## Academic Calendar

Please check [the official WCSU Academic Calendar](https://www.wcsu.edu/calendars/current-academic-calendar/) for important dates, including holidays, withdrawal, and registration dates.

## Assistance for Military and Veterans

Veterans Affairs serves as a leading campus advocate for military and veteran students, working to ensure the needs of these individuals are met through coordinating with multiple university offices and services. Veterans Affairs is located in Old Main, Room 101. For more information on Veterans Affairs, call 203-837-8840 or visit the [Veterans Affairs website](https://www.wcsu.edu/veterans/).

Diversity and Inclusion Statement  
I am committed to creating a course that is inclusive in its design and supports diversity of thoughts, perspectives, and experiences as well as honors your identities (including race, gender, class, sexuality, religion, ability, etc.). To accomplish this:

* If you have a name and/or set of pronouns that differ from those that appear in your official WCSU records, please let me know.
* If you feel like your performance in the class is being impacted by your experiences outside of class, please don’t hesitate to come and talk with me. I want to be a resource for you.
* I welcome feedback that will assist me in improving the usability and experience for all students.

## Emergency Procedures

Detailed information on the essentials to cope with most campus emergencies can be found within the [WCSU Emergency Procedure Guides](https://www.wcsu.edu/emergency-management/emergency-procedure-guide/) (www.wcsu.edu/emergency-management/emergency-procedure-guide/).

## Mental Health Support

College students often experience issues that may interfere with their academic success such as stress, difficulty sleeping, managing expectations/responsibilities, life events, relationship challenges and feelings of anxiety, hopelessness, and depression. At any point in the semester, if you encounter difficulty with the course or feel you could be performing at a higher level, please schedule a time to meet with me. Should you be struggling in multiple classes, or unsure what academic resources are available to you, please outreach to your Advisor. For mental health challenges, please reach out to our Counseling Services for counseling and psychiatric services. Counseling Services can be reached at 203-837-8691.   
**24-Hour Emergency Numbers:**

* Suicide Prevention Line:  988
* Crisis Text Line: Text HOME to 741741
* Crisis Text Line for Students of Color: Text STEVE to 741741
* Trevor Lifeline (LGBTQ): 866-488-7386
* Trans Lifeline: 877-565-8860
* National Domestic Violence Hotline: 800-799-7233 or Text Loveis to 22522
* Sexual Assault Hotline: 888-999-5545

## On Campus Emergency Contact Information

* You may dial 911 from any campus phone or cell phone
* University Police Dispatch – 203-837-9300

## Weather and Emergency Alerts

Information on current weather or emergency alerts can be found in the following locations:

* 203-837-9377
* [WCSU Homepage](http://www.wcsu.edu/) (www.wcsu.edu)
* You are highly encouraged to sign up for the [emergency alert system](http://www.wcsu.edu/ens) (www.wcsu.edu/ens). This will send alerts directly to your phone.

Withdrawal Policy  
Please be aware of the university policy regarding withdrawal. You may withdraw from the course without academic penalty through the official withdrawal deadline. After the deadline it is up to the instructor to decide if a withdrawal request should be granted without penalty. It is strongly recommended that you follow the school deadline. Note that withdrawing from a class may have a negative effect on financial aid, sports involvement, on-campus housing, and time to graduation. The department strongly recommends you consult with an advisor before withdrawing.