About the Course

Course Title Add the course title

Time and Location Add time and location

Class Mode In-Person / Online

Online Material myCourses and/or other online location where your content will reside

Pre-/Co-Requisite(s) Include any pre- or co-requisite courses found in the course proposal form.

About the Instructor

Instructor Add your name and title

Contact Information Office location, phone number, RIT email

Contact Policy Office hours and preferred mode of communication

 Information on scheduling personal appointments

Communications How and when you will communicate with students: e.g., email

 Use of Starfish system for alerts and kudos

 Use of myCourses News feature to push out messages to the whole class, etc.

Course Overview

An overview of the course, highlighting the new skills students will acquire and how the course will contribute to students’ professional objectives. You may want to include:

* What the course focuses on
* How it fits into the program structure
* Course objectives/goals
* How the course fits sequentially with other program courses)
* Studio/Laboratory component
* New skills/abilities students will gain
* How these skills are relevant to the program, degree, and/or discipline

Course Learning Outcomes

These can come from the official course outline or those that you have adapted into learner-centered language.

Teaching Philosophy

Your teaching philosophy or teaching approach, including any special teaching methods or strategies you employ in the course (problem-based learning, case studies, etc.).

Audience

A sentence or two on who this course is meant for is helpful for students to understand if they are in the right course for them.

Course Topics

Provide a brief outline of the topics covered in the course.

### Topic 1:

* Sub-topic 1
* Sub-topic 2

### Topic 2:

* Sub-topic 1
* Sub-topic 2

### Topic 3:

* Sub-topic 1

### Topic 4:

* Sub-topic 1
* Sub-topic 2

### Topic 5:

* Sub-topic 1
* Sub-topic 2

Course Materials

|  |  |
| --- | --- |
| Required Texts and Resources | Title, author, edition, ISBN; include where/how to purchase, especially if Coursepacks from bookstore.Online Resource Title and URL: |
| Suggested Texts and Resources | Title, author, edition, ISBN; include where/how to purchase, especially if Coursepacks from bookstore.Online Resource Title and URL: |
| Media Technology | Streaming video, DVDs, etc. |
| Online Resources  | For example, myCourses, RIT Wiki, iClickers, etc., and where students get help. Also include other technologies that students will need to be successful in your course, such as tools for communication or collaboration (Zoom, Slack, etc.). Provide instructions on how to use the tool, or point students to online resources. |
| Required Software | Such as Adobe Creative Cloud, Microsoft Project, Microsoft Visio, and discipline-specific software. Include how to acquire them (purchase, trial version, computer labs on campus, etc.) |

**Course Schedule**

Provide a plan for the weekly activities. This would include information on if you plan to have certain days of the week to be discussions or studios or group work activities. For example, Mondays would be lecture and discussions; Wednesdays would be studio work or field study.

Option: Organize the activities in this table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Week | Date | Topic/Activity | Readings/Discussions | Assignments Due |
| 1 | Start date |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |

*Note any breaks, holidays, reading days or planned absences (i.e., conferences) during the semester.*

# Grading | Evaluation

## Components of Evaluation

List all the components that the student would be graded on and where these assessments will be conducted (in the classroom, online, etc.). These may include:

* class participation
* team/group participation
* assignments
* final project
* online discussions
* studio/lab activity
* presentations
* guest lectures, and so on.

Example: *Your overall evaluation is based on the following components: class participation, one individual assignment, one group case analysis (paper and presentation), and one group project
(plan and presentation).*

Based on the components defined in the above section, you can provide a numerical weight to the course activities. You can provide this information in this table.

|  |  |
| --- | --- |
| Class and Group Participation  | % |
| Online Discussions | % |
| Assignments | % |
| Team / Group Project | % |
| Poster Session | % |
| Group Assignments | % |
| Final Presentation | % |
| Total  | 100% |

## Grade Scale *(The following scale is provided as an example.)*

RIT’s Grading Policy can be found here: <https://www.rit.edu/academicaffairs/policiesmanual/d050>

The following scale is **provided only as an example.** Confirm that the scale you use is consistent with your course and/or department’s standard practices.

Based on the 100% total listed above, letter grades will be assigned as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A** | >= 94% | **A-** | 93.9 – 90% | **B+** | 89.9 – 87% | **B** | 86.9 – 84% | **B-** | 83.9 – 80% |
| **C+** | 79.9 – 77% | **C** | 76.9 – 74% | **C-** | 73.9 – 70% | **D** | 69.9 – 60% | **F** | below 60% |

## Late Work

## Provide your policy on late work. It may be that none will be accepted.

## Extra Credit

Provide your policy on extra credit. It may be that none will be accepted.

**ITS Service Desk**

The ITS Service Desk is your point of contact for your RIT Computer Account, network, or technology-related issues. The Service Desk can:

* Troubleshoot your technology issues
* Create a [work request](https://help.rit.edu/) ticket and connect you with ITS specialists

When you contact the ITS Service Desk by phone, e-mail, or in-person. A **ticket** is created and shared
with you. Your ticket allows you to track progress on your issue, communicate with the ITS team quickly, and refer back to the solution if you encounter the problem again. You can also leave the ITS team feedback on how they handled your problem.

* Phone Support: (585) 475-4357
* Web Form: [help.rit.edu](https://help.rit.edu/)
* In Person: [Frank E. Gannett Hall, Room 1113](https://maps.rit.edu/?zoom=18&lat=43.08521000000001&lng=-77.67587999999998&open=m-187&q=its%20service%20desk&start=0&rows=10)

# Expectations

## Submitting Assignments

Clearly articulate your expectations, such as:

* “You will need to use myCourses to post assignments.”
* Class participation policy
* Homework policy
* Online components (discussions, team/group work, etc.)
* Exams/quizzes (especially if proctored!)
* Email / Communication policy (expectations of students)

## Time Commitment

Example: *Since this is a 4-credit hour course, you should plan to spend 4 hours per week online and an additional 8 to 12 hours on readings, research, discussions, assignments, etc. The rule-of-thumb is 2 to 3 hours per week outside the “classroom” for every credit hour per week in the classroom. If you do the math, it adds to 12–16 hours per week, total.*

## Writing Standards

Example: *Written work should adhere to the conventions taught in this class. Please proof your papers and e-mail messages before submitting them. I will grade for content, completeness, organization, as well as demonstration of knowledge gained in the course and your ability to apply it.*

## Use of AI Technology

Recognizing the rapidly evolving environment of generative AI technologies, any use of AI programs for course related projects should be approved by the faculty member ahead of time. In some cases, AI may be employed (with appropriate citation) while in other instances, it is not appropriate and can be considered a violation of academic integrity. **The faculty member reserves the right to permit, or not permit, AI generated content as they see fit**.

## Mature Content and Critical Discourse

The College of Art and Design explores creative boundaries and critical discourses. Often, these explorations and discourses must engage in the creation of ideas and works as well as discussions and examples of work that challenge our norms and expectations. We ply these conversations and creations with respect and sensitivity but, often, challenges to norms can create a level of discomfort through their lack of familiarity and due to the subject matter utilized to express new and challenging ideas. Our community of students, faculty, staff, alumni, and external members should expect to encounter and engage in such conversations, critiques, creations, and learning opportunities. Each member of our community maintains their own agency in how they engage in these discourses.

**Prohibited Conduct**

Students alleged to have committed any of the Prohibited Conduct outlined in [RIT Policy D19.0, Section III, H](https://www.rit.edu/policies/d190)) may be reported through the process outlined in D19.0, Section VI.

## What Students Can Expect

Clearly articulate what the students can expect of you, such as these examples:

* **Grades will be posted on myCourses within 2 weeks of artifact submission**, unless otherwise noted in the assignment. This is in accordance with the [RIT Policy D05.0 Grades](https://www.rit.edu/policies/d050).
* **Office hours will be posted online and outside office door**. Posting of office hours and the location can be found on myCourses and outside my office.
* **Email / Communication policy**:

***Example:*** *For this class, I will respond to your email within 24 hours Monday through Friday. If you
do not hear from me in that time frame, please resend your email, as things do get lost. Over the weekend, do not expect an immediate response. Now, it is quite likely that you will receive your response in less than 24 hours, but I do not guarantee it.*

*Faculty should think about the following and include their guidance for their classes:*

**Technology in the Classroom**

For example, cell phone ringers, use of laptops/tablets to take notes, etc.

**Class participation in the learning space (in-person, online, etc.)**

When students are engaging with the course materials and those associated with the course (faculty, students, teaching assistants, etc.) what are the expectations for them to meet the participation / attendance goals and expectations? (e.g. participation in the discussion, completion of response posts, engaging with their group in-person or online, completing check list items in myCourses, etc.).

**Attendance in the learning space (in-person, online, etc.)**

RIT does not have a requirement for attendance in courses, however, it is reasonable for faculty to describe how attendance in class (either in person or remotely; synchronously or asynchronously) is critical for success in the courses. (<https://www.rit.edu/academicaffairs/policiesmanual/d040>).

**Zoom Classroom Space Security and Etiquette** (if applicable)

If you plan to use Zoom for group meetings, synchronous class sessions, office hours, etc. it is highly recommended that you include a Zoom Etiquette policy on your syllabus.

***Examples:***

* *For each class session, you should do your best to simultaneously have open Zoom and myCourses (split screen on your computer or using multiple devices). We will often reference materials on myCourses and having them readily available will help your workflow.*
* *Try to log online to our class meeting from a quiet, distraction-free environment.*
* *Keep your audio on mute until you want to speak. We must work together to limit background noise.*
* *Enable video so that we can see you. You might need to disable video if you need to minimize the activity on your internet connection.*
* *Videos will be recorded and your image will be visible in that recording. These recordings will be stored in the secure Zoom Cloud by your instructor and may be accessible to RIT-affiliated users outside of your class. As a student, you are* ***not permitted*** *to store or distribute recordings or images of these sessions* ***in any way*** *without the explicit permission of your instructor.*
* *When you want to speak, use the “Raise Hand” feature (on the bottom left of the Participants window). Be sure to unmute yourself to talk when called on.*
* *Use the Chat box to make a point or ask a question. Remember that Chat is public, and may be recorded, and archived. All private chats can be seen by the host of the meeting (private is private from the group session, but is saved in the chat log accessible by the host).*
* *Have a plan for taking notes (paper and pencil, digital notepad, Word/Pages doc). I will post recordings of our class sessions (online or in person) on myCourses, but you should also try to capture your thoughts and questions in the moment. I will not post zoom recordings of office hours.*

**Changes to the Syllabus**

* ***Example:*** *I have provided this syllabus as guide to our course and have made every attempt to provide an accurate overview of the course. However, as instructor, I reserve the right to modify this document during the semester, if necessary, to ensure that we achieve course learning objectives. You will receive advance notice of any changes to the syllabus through myCourses/email.*

**Continuity of Learning (Course-level)**

Explain how learning in your class will continue if you are for some reason unable to lead the course for the short-term, or for a prolonged period.

* ***Example:*** *In the event that there is a disruption in our learning, I will communicate all changes to you as quickly as possible. If a personal interruption removes me from the in-person or online classroom space, you will be informed of this directly via email and on myCourses. In this communication, any changes in the learning structure will be carefully outlined, as will all necessary steps moving forward, for you and for me. Communication is key, and it will be important for you to check your RIT email and myCourses regularly this semester so that you are always “in the know”.*

**Continuity of Learning (Student-level)**

Explain how students will continue to engage with your course if for some reason they are unable to attend in-person and/or online components of the course for the short-term, or for a prolonged period.

The RIT Safety Plan includes a section specifically for students, including accommodations, travel, health, etc. <https://www.rit.edu/ready/rit-safety-plan#for-students>. This site will be updated as needed to provide important information regarding your requirements for being on campus and staying healthy.

* ***Example:*** *In the event that there is a disruption in your ability to learn with us, communication is key.*

*The faster you can communicate these disruptions with me, the easier it is to keep you on a successful path in this course. If your absence from class is due to personal illness, please contact the Disability Services Office (https://www.rit.edu/disabilityservices/) as soon as possible..*

## RIT Policies

## Provide the rules or guidelines for student conduct in class for a comfortable learning environment for everyone.

## Academic Integrity Statement

Reference to the *RIT Honor Code* and *RIT’s Academic Honesty Policy* **is required** in your syllabus.

Example: *As an institution of higher learning, RIT expects students to behave honestly and ethically
at all times, especially when submitting work for evaluation in conjunction with any course or degree requirement. The School of [NAME] encourages all students to become familiar with the* [*RIT Honor
Code*](https://www.rit.edu/policies/p030) *and with* [*RIT’s Academic Honesty Policy*](https://www.rit.edu/policies/d080)*.*

## Statement on Reasonable Accommodations

The Statement on Reasonable Accommodations **is required** in your syllabus.

*The required text is below:*

RIT is committed to providing academic adjustments to students with disabilities. If you would like to request academic adjustments such as testing modifications due to a disability, please contact the Disability Services Office. Contact information for the DSO and information about how to request adjustments can be found at [www.rit.edu/dso](http://www.rit.edu/dso). After you receive academic adjustment approval, it is imperative that you contact me as early as possible so that we can work out whatever arrangement is necessary.

**Course Copyright Policy**

All course materials students receive or to which students have online access are protected by copyright laws. Students may use course materials and make copies for their own use as needed, but unauthorized distribution and/or uploading of materials without the instructor’s express permission is strictly prohibited. [RIT Policy C03.2 Copyright Policy](https://www.rit.edu/academicaffairs/policiesmanual/c032) addresses this issue. For example, uploading completed labs, homework, or other assignments to any study site constitutes a violation of this policy. Students who engage in the unauthorized distribution of copyrighted materials may be held in violation of the University’s Code of Conduct, and/or liable under Federal and State laws.

**Starfish**

You should include a statement about Starfish.

***Example:*** *This course participates in the RIT Starfish academic alert system, which is designed to promote student success through communication between students, instructors, and advisors. I will send a whole-class status update to all students before the semester midpoint. When I am concerned about an individual student’s academic performance, I may raise an academic alert to notify the student as well as their advisor(s). On the other hand, when a student is doing well, I may send a “kudos” message. If you receive an academic alert email, it is your responsibility to contact me as soon as possible to discuss the issue, its potential impact on your success in the course, and identify people and resources to help you move forward. For more information about the Starfish system, visit* [*http://www.rit.edu/starfish*](http://www.rit.edu/starfish)*.*

**Title IX**

Your syllabus **must reference Title IX.**

*The required text is below:*

RIT is committed to providing a safe learning environment, free of harassment and discrimination as articulated in our university policies located on our [governance website](https://www.rit.edu/policies/governance). RIT’s policies require faculty to share information about incidents of gender based discrimination and harassment with [RIT’s Title IX coordinator](https://www.rit.edu/fa/compliance/title-ix#title-ix-team) or deputy coordinators when incidents are stated to them directly. The information you provide to a non-confidential resource which includes faculty will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek resolution. Even RIT Offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible.

If an individual discloses information during a public awareness event, a protest, during a class project, or advocacy event, RIT is not obligated to investigate based on this public disclosure. RIT may however use this information to further educate faculty, staff and students about prevention efforts and available resources.

If you would like to report an incident of gender based discrimination or harassment directly you may do so by using the online [Sexual Harassment, Discrimination and Sexual Misconduct Reporting](https://cm.maxient.com/reportingform.php?RochesterInstofTech&layout_id=25) or anonymously by using the [Compliance and Ethics Hotline](https://secure.ethicspoint.com/domain/media/en/gui/11003/index.html).

**Diversity, Inclusion, and Respect**

RIT has put forth [Policy P05.0 Diversity Statement](https://www.rit.edu/academicaffairs/policiesmanual/p050) for all community member. RIT through its policies and practices is responsible for building an inclusive environment where membership in the community allows for faculty, staff and students to reach their fullest potential, both professionally and personally. RIT is committed to the development, administration and interpretation of policies and procedures in a way that is consistent with our commitment to diversity and is in compliance with federal, state and local laws. RIT’s policies and procedures are administered in a way that supports fair treatment for all faculty, staff, students, and the RIT community at large.

**Concluding Statement**

You may want to end your syllabus with a personal note.

***Example:*** *Most importantly, please be assured that I want students to learn and to receive the good grades they deserve. So please make an appointment with me should you have undue difficulty with
your work in the course.*