# Syllabus: Course Title

# Montclair State University

## Course ID, Section Number, Semester & Year

### Course Modality:

### Class Meeting Specifics:

## Professor Information

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

## Course Description

[*To align with students' expectations, incorporate the catalog or department course description in your text.*]

## Course Goals & Learning Objectives

[***Course Goals***: Broad, general statements of what students are expected to learn: knowledge and understanding gained; abilities, skills, or appreciation developed. They are not always assessable. Align this statement with department course goals.]

[***Learning Objectives***: Clear, assessable statements that enable students to demonstrate learning in line with course goals. Department learning objectives for this course should be incorporated. See [*Bloom's Taxonomy*](https://www.montclair.edu/faculty-advancement/peer-to-peer-support/goals-objectives-assessments/) for help in writing assessable objectives.]

## Course Materials

**Required Materials**: [List required texts and resources. Provide estimated costs and suggested methods for sourcing, including whether resources are available at the library. Try [*linking to library resources (books, ebooks, databases, etc.)*](https://montclair.libguides.com/canvas-library-integration), [*placing texts on reserve at the library*](https://montclair.libwizard.com/f/reserves), and using free materials and [*open educational resources*](https://montclair.libguides.com/oer).]

**Recommended/Optional Materials**:

## Course Schedule

| **Learning Modules** | **Duration (EST)** | **Activities** | **Assignments** |
| --- | --- | --- | --- |
| Module 1: Topic | Week 1 (Mon) 12:01 AM – (Sun) 11:59 PM | * Readings * Multimedia | * Cyber Café * M1 Discussion * M1 Assignment |
| Module 2: Topic | Week 2 (Mon) 12:01 AM – (Sun) 11:59 PM | * Readings * Multimedia | * M2 Discussion * M2 Assignment |
| Module 3: Topic | Week 3 (Mon) 12:01 AM – (Sun) 11:59 PM | * Readings * Multimedia | * M3 Discussion * M3 Assignment |
| Module 4: Topic | Week 4 (Mon) 12:01 AM – (Sun) 11:59 PM | * Readings * Multimedia | * M4 Discussion * M4 Assignment |
| Module 5: Topic | Week 5 (Mon) 12:01 AM – (Sun) 11:59 PM | * Readings * Multimedia | * M5 Discussion * M5 Assignment |
| Module 6: Topic | Week 6 (Mon) 12:01 AM – (Sun) 11:59 PM | * Readings * Multimedia | * M6 Discussion * M6 Assignment |
| Module 7: Topic | Week 7 (Mon) 12:01 AM – (Sun) 11:59 PM | * Readings * Multimedia | * M7 Discussion M7 Assignment |
| Module 8: Topic | Week 8 (Mon) 12:01 AM – (Sun) 11:59 PM | * Readings * Multimedia | * M8 Discussion * M8 Assignment |

[Important University Dates (Academic Calendar)](https://www.montclair.edu/student-services/important-dates/)

## Communication

## *[Specify any email preferences you have; for example:*

## *Be sure to include the full "COURSE ID" (ECON101\_05FA21) in the subject of all emails.*

## *Typically I respond within 24 hours, excluding weekends and holidays. If you do not hear back within 24 hours, resend your email.]*

## *[Specify any other communication methods you accept.]*

## Assessment and Grading

Add your overall grading scheme, brief descriptions of the number and types of assignments here, and the point system used.

**Grading Breakdown (Component/Percentage of Overall Grade)**

Your final course grade will be comprised of several components as outlined below:

* Component 1, % [for example, Group Projects, 30%]
* Component 2, %
* Component 3, %
* Component 4, %
* Component 5, %

**Evaluation of Student Work:**Each assignment is accompanied by a rubric or other explanation of the criteria used for evaluation.

**Quizzes/tests:**[If you use a proctoring tool (such as *[Respondus Lockdown Browser & Monitor](https://www.montclair.edu/information-technology/canvas-faculty/respondus-lockdown-browser/" \t "_blank)*) for online quizzes/tests, inform students of related information here and specify your policy]

**Late Work Policy**: [specify your policy]

**Attendance Policy**:[specify your policy]

**Other Policies**: [specify any other policies or expectations you may have, including those related to health and safety, participation, classroom climate, extra credit opportunities, test or exam conditions, etc.]

**Course Grading Scheme:** At the end of the semester, the numerical grades earned for each assignment will be translated into letter grades using the following common formula.

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+: 67-69%; D: 64-66%; D-: 60-63%; (undergraduates only);

F: 59%

## Canvas Support

* To troubleshoot Canvas problems, click "Help" in the left-hand navigation.
* Or, visit the [MSU Canvas Student Orientation](https://montclair.instructure.com/courses/12760), or the [Instructure Canvas Student Guides](https://community.canvaslms.com/t5/Student-Guide/tkb-p/student).
* [Minimum Computer Requirements](https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66):
  + [Google Chrome](https://www.google.com/chrome/?brand=CHBD&gclid=Cj0KCQjwupD4BRD4ARIsABJMmZ-UtSRHfil7obnOWExcOcjz9CjHh_5eIwulbZKBrmCr51LUOejPklwaAoKNEALw_wcB&gclsrc=aw.ds) or [Firefox](https://www.mozilla.org/en-US/firefox/) are recommended.
  + Safari has the most issues with third-party tools and therefore should be avoided.

## University Policies

* [COVID-19 Information](https://www.montclair.edu/redhawk-restart/)
* [Academic Honesty and Integrity](https://www.montclair.edu/policies/all-policies/academic-dishonesty) are MSU values, and dishonesty will result in repercussions. Be sure to seek out clarification from me, your instructor, [CAST (Center for Academic Success and Tutoring)](https://www.montclair.edu/center-for-academic-success-and-tutoring/), and the [Center for Writing Excellence.](https://www.montclair.edu/center-for-writing-excellence/)
* [Student Rights and Responsibilities:](http://www.montclair.edu/dean-of-students/handbook/rights-responsibilities/) Find out about your rights as well as your responsibilities as an MSU student.
* [Inclusion of Students with Disabilities](https://www.montclair.edu/disability-resource-center/about-our-services/#rights): [The Disability Resource Center (DRC)](https://www.montclair.edu/disability-resource-center/) assists students in receiving accommodations to equalize access. To apply for DRC services, complete an application and provide documentation using the [AIM web portal](https://www.montclair.edu/disability-resource-center/aim/).
* [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/): Familiarize yourself with the University's policy on fostering an atmosphere of respect, understanding, and goodwill.
* [Sexual Violence Policies and Support Available](https://www.montclair.edu/sexual-violence/get-help/): The University is committed to a safe environment. If you share sexual misconduct information with instructors, your instructor is required to report this to the Title IX officer.
* [Preferred Name](https://www.montclair.edu/dean-of-students/preferred-names/): Students may select their preferred name for use at the University. [Apply](https://www.montclair.edu/dean-of-students/preferred-names/) online to make changes.

## University Resources

* [Red Hawk Central](https://www.montclair.edu/red-hawk-central/services/academic-advising/)is the first stop for administrative questions related to Student Accounts, Financial Aid, the Registrar, and more. Live chat available.
* [Center for Academic Success and Tutoring (CAST)](https://www.montclair.edu/academic-support-center/) offers tutoring, supplemental instruction, and coaching for time management and school-work-life balance. For writing, see the [Center for Writing Excellence**.**](https://www.montclair.edu/center-for-writing-excellence/)
* [Sprague Library](https://www.montclair.edu/library/)has [many resources](https://www.montclair.edu/library/find/) so take a [tour](https://www.montclair.edu/library/about-the-library/library-tour/). [Research help](https://www.montclair.edu/library/research-help/) is available by appointment, chat, email, and through discipline-specific guides. Also, check out [streaming media](https://www.montclair.edu/library/find/streaming-video-and-audio/) and [individual and group study and collaborative media spaces](https://www.montclair.edu/library/services-and-spaces/study-spaces/).
* [Academic and Career Advising](https://www.montclair.edu/red-hawk-central/academic-advising/) are provided by the colleges and schools. If you do not know how to reach your college/school adviser, go to [Red Hawk Central or](https://www.montclair.edu/red-hawk-central/services/academic-advising/)[the Graduate School](https://www.montclair.edu/graduate/current-students/).
* [The Office of the Dean of Students](https://www.montclair.edu/dean-of-students/) works to resolve concerns that impact academic and/or personal well-being. For housing, food, or other life concerns, connect with the [Case Manager;](https://www.montclair.edu/dean-of-students/student-social-services/) for professional clothing, see [Karen's Closet](https://www.montclair.edu/student-services/rockys-closet/); for food security, see [Red Hawk Pantry](https://www.montclair.edu/student-services/red-hawk-pantry/).
* [Counseling and Psychological Services (CAPS)](https://www.montclair.edu/counseling-and-psychological-services/): You may experience issues that can impact learning or reduce your ability to participate in daily activities, including strained relationships, anxiety, stress, alcohol/drug problems, feeling down, health concerns, or unwanted sexual experiences. [CAPS](https://www.montclair.edu/counseling-and-psychological-services/) provides free short-term counseling, group therapy, and referrals that are confidential. Call CAPS at 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.
* The [MSU Cares](https://www.montclair.edu/msu-cares/) website helps students who are feeling alone, stressed, or afraid. Community members may report concerns about a student via a [CARE Report Form](https://montclair-advocate.symplicity.com/care_report/index.php/pid990429?).

## Technical Support

* Call the [IT Service Desk](http://www.montclair.edu/oit/tech-solutions-center/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: Whenever possible, connect to MSU Secure Wi-Fi using your NetID; See [instructions](https://www.montclair.edu/student-services/2019/08/13/got-wifi-3/).
* 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); in addition, 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) are available, and there are some [specialized computer labs](https://docs.google.com/spreadsheets/d/e/2PACX-1vRGm3nvSLCMo--XXK8BR-ua2Huq1iaDRDi5eE6DyLxWA3vY6YNnoXHu07mK_BoSjO9IG8zZtrhFfIo8/pubhtml?gid=629431781&single=true) based on College or School.