# Syllabus: Course Title

# Montclair State University

## Course ID, Section Number, Semester & Year

## Course Information

* Professor: Add Your name
* Class Days/Time/Location: Add days and time/building and room number, or online/hybrid
* Credit Hours: 3 credits (change as needed)
* Email Address: Add your email address
* Telephone Number: Add phone number
* Office Hours/Location: Add information about office hours and office location

*\*LISTS: Add items using a bulleted list or a numbered list so they are easy to access.\**

## Course Delivery

Add information about the course delivery format and where to access course materials. For example: In-person, hybrid, online, etc. with details as specified, particularly in respect to hybrid formats Make sure to include that all course materials will be posted on the [MSU Canvas site](https://montclair.instructure.com/).

*\*HYPERLINKS: Provide meaningful text for hyperlinks. Including both the descriptive link and the actual URL assures that students using both paper and electronic formats of your syllabus will be able to use the link.\**

## Course Description

Add your course description here. It should be a paragraph or two that introduces the course, attesting to its scope, relevance and purpose. List any prerequisite/co-requisite classes (if any).

*\*FONT FORMAT: All headings are formatted using “Heading 2” or “Heading 3” and text is formatted as “Normal.” If you add additional headings or paragraphs, follow this formatting to ensure that the document is accessible.\**

## Course Materials

### Required Materials/Textbook(s)

* Add the complete textbook citation/s here including the ISBN. Indicate where to purchase.
* Add textbook or material name.

### Recommended/Optional Readings/Materials

* Add the list of any additional readings and course materials here. Indicate how to access these.
* Add other materials here

*\*LISTS: Add items using a bulleted list or a numbered list so they are easy to access.\**

## Technology Requirements for this Course

Modify this section to add any specific technology requirements for this course.

This course requires the use of a desktop or laptop computer with a Canvas supported browser. Check on the updated minimum requirements on the Canvas support site:

* [What are the basic computer specifications for Canvas?](https://guides.instructure.com/m/67952/l/720328-what-are-the-basic-computer-specifications-for-canvas)
* [Which browsers does Canvas support?](https://guides.instructure.com/m/67952/l/720329-which-browsers-does-canvas-support)

## Course Goals

Add your course goals/objectives below.

* Insert goal/objectives
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*\* LISTS: Add items using a bulleted list or a numbered list so they are easy to access.\**

## Course Topics and 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 |

*\* TABLE FORMAT: Add ALT Text to Table: Right click (on PC), Control click (MAC) on the table, select ‘Table properties’, and then select the Alt text tab. Enter text in the description window to describe the intended meaning of the table. Create a simple structure for your table so that it can be easily read. Avoid blank rows, columns, & merged cells.\**

## Communication

Add information about how you would like students to contact you and the expected turnaround time for receiving a response. Add any specific guidelines regarding electronic notifications.

## Assignments and Grading

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

### Assignment Grading

|  |  |
| --- | --- |
| Assignments/Activities | % of Final Grade |
| Example: Class participation | Example: 25% |
| Example: Quizzes and Tests | Example: 25% |
| Example: Projects | Example: 25% |
| Example: Presentations | Example: 25% |

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### Letter Grades

Add the grading system followed for your course below. Letter grades for the entire course will be assigned as follows. A 100 point system is used. At the end of the semester, the numerical grades earned for each written assignment will be averaged and translated into letter grades using the following formula.

| Letter Grade | Percent Grade |
| --- | --- |
| A | Example: 94-100% |
| A- | Example: 90-93% |
| B+ | Example: 87-89% |
| B | Example: 84-86% |
| B- | Example: 80-83% |
| C+ | Example: 77-79% |
| C | Example: 74-76% |
| C- | Example: 70-73% |
| F | Example: 69% |

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## Course Policies

* Attendance and Participation: Add your course policies here. Include the last day of the semester to withdraw without a grade penalty (see academic calendar for “withdrawal procedures and refund policy”)
* Late Policy: Add your course policies here.
* Emergency class cancellation plan.
* Classroom expectations for behavior/etiquette.
* Academic Honesty/Plagiarism: Add your course policies here.

## MSU Protocols & Resources

* It is important for all students to be familiar with University policies and procedures. Visit the [University Policies and Procedures](http://www.montclair.edu/policies/) website for details.
* Montclair State University’s [webpage on academic honesty and integrity](http://www.montclair.edu/policies/student/student-conduct/academic-honesty/) includes resources on integrity, academic standards, plagiarism, and related topics.
* Information about library resources can be accessed on [the MSU library website](http://www.montclair.edu/library/).
* Writing support and resources may be found in the [Center for Writing Excellence](http://www.montclair.edu/center-for-writing-excellence/)
* Information for students in transition may be found on the [Center for Advising and Student Transitions](http://www.montclair.edu/student-development-campus-life/center-for-advising-student-transitions/)

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## Commitment to Accessibility

MSU is committed to assisting students with disabilities in receiving accommodations necessary to equalize access. Students who may need accommodations based on disability must self-disclose and initiate the request to the [Disability Resource Center](https://www.montclair.edu/disability-resource-center/) (DRC). The student is responsible for providing the DRC with documentation of their disability that meets our [guidelines](https://www.montclair.edu/disability-resource-center/documentation-guidelines/) and it will be reviewed. An intake meeting will take place with the student and a DRC counselor to determine reasonable accommodations. Please know that accommodations require time to implement and are not set in place until we meet with a student. For more information, please contact the Disability Resource Center by email: [drc@montclair.edu](mailto:drc@montclair.edu) or phone (973) 655-5431.

## [Red Hawk Central](https://www.montclair.edu/red-hawk-central/academic-advising)

A first stop for any question about the administrative and financial details should be Red Hawk Central, which is home to Student Accounts, Financial Aid, and the Registrar. Live chat available at website for referrals and quick questions.

[**Office of the Dean of Students**](https://www.montclair.edu/dean-of-students)

Supports and advocates for student success. Further, to better assist students during this time, a [COVID-19 resource guide](https://www.montclair.edu/dean-of-students/covid-19-resource-guide/) is available to help you navigate and access available community resource options. If you need support with housing, food, or other concern, then you can connect with the [Student Support Services Case Manager](https://www.montclair.edu/dean-of-students/student-social-services/) for additional support.

[**Counseling and Psychological Services (CAPS)**](https://www.montclair.edu/counseling-and-psychological-services)

**CAPS** provides free short-term individual counseling, group therapy, and referral services that are confidential and are not apart of your educational record. Call CAPS at 973-655-5211 between 8:30-5:30, M-F. In a crisis after hours, call University Police at 973-655-5222. The National Suicide Prevention Hotline offers 24/7 support at 800-273-8255.

[**Office for Social Justice and Diversity**](https://www.montclair.edu/social-justice-diversity)

Includes the LGBTQ Center, Women’s Center, Multicultural Center and the Center for Faith and Spirituality offers connection and support in diverse areas. Reach out if you need assistance or want to connect. All inquiries welcome!

## Technical Support

* To get help troubleshooting problems using Canvas, you may call the [IT Service Desk](http://www.montclair.edu/oit/tech-solutions-center/it-service-desk/) directly at 973-655-7971 or via email at [itservicedesk@mail.montclair.edu](mailto:itservicedesk@mail.montclair.edu).
* Within Canvas you will also find a link titled “Help” in the global navigation. This provides links to chat, email or phone support. The [Canvas Student Guides](https://community.canvaslms.com/docs/DOC-10701) provide many answers to common questions related to Canvas.
* Minimum Computer Requirements:
  + [What are the basic computer specifications for Canvas?](https://guides.instructure.com/m/67952/l/720328-what-are-the-basic-computer-specifications-for-canvas)
  + [Which browsers does Canvas support?](https://guides.instructure.com/m/67952/l/720329-which-browsers-does-canvas-support)