

(Optional) Syllabus Template

This is an optional, customizable template that you may wish to use for your convenience. Leave in the darkened content, and customize what is in grey.

COURSE TITLE as provided by your program
[PROGRAM CODE AND NUMBER]; CRN [NUMBER]
Semester and Year

[DIVISION]
[SCHOOL/PROGRAM]
[MEETING TIME and
BUILDING and ROOM NUMBER]

[Faculty first and last name]
[New School email address]
[Office phone number]
[Office hours (if held) or *by appointment only* or *by email*]

Course Description [Must match description in course catalog]

Learning Outcomes

By the successful completion of this course, students will be able to:

- 1.
- 2.
- 3.
- 4.
- 5.

Course Requirements/Graded Activities [List the tasks and activities upon which students will be graded in order to meet the learning outcomes. Write name of task / activity, date it is due, and the requirements of the task / activity.]

Final Grade Calculation

[Participation /Attendance	x%
Project	x%
Project	x%
Etc.	
TOTAL	100%]

Course Readings and Materials

Resources

The university provides many resources to help students achieve academic and artistic excellence. These resources include:

- ❖ The University (and associated) Libraries: <http://library.newschool.edu>
- ❖ The University Writing Center: <http://www.newschool.edu/admin/writingcenter>
- ❖ University Disabilities Services: <http://www.newschool.edu/student-services/disability-services/>). In keeping with the university's policy of providing equal access for students with disabilities, any student with a disability who needs academic accommodations is welcome to meet with me privately. All conversations will be kept confidential. Students requesting any accommodations will also need to contact Student Disability Service (SDS). SDS will conduct an intake and, if appropriate, the Director will provide an academic accommodation notification letter for you to bring to me. At that point, I will review the letter with you and discuss these accommodations in relation to this course.

University, Divisional/School, and Program Policies [Faculty must include policies on academic honesty and attendance, as well as any required divisional/program policies]

Academic Honesty and Integrity

Compromising your academic integrity may lead to serious consequences, including (but not limited to) one or more of the following: failure of the assignment, failure of the course, academic warning, disciplinary probation, suspension from the university, or dismissal from the university.

University Policy

The New School views “academic honesty and integrity” as the duty of every member of an academic community to claim authorship for his or her own work and only for that work, and to recognize the contributions of others accurately and completely. This obligation is fundamental to the integrity of intellectual debate, and creative and academic pursuits. Academic honesty and integrity includes accurate use of quotations, as well as appropriate and explicit citation of sources in instances of paraphrasing and describing ideas, or reporting on research findings or any aspect of the work of others (including that of faculty members and other students). Academic dishonesty results from infractions of this “accurate use”. The standards of academic honesty and integrity, and citation of sources, apply to all forms of academic work, including submissions of drafts of final papers or projects. All members of the University community are expected to conduct themselves in accord with the standards of academic honesty and integrity.

Students are responsible for understanding the University's policy on academic honesty and integrity and must make use of proper citations of sources for writing papers, creating, presenting, and performing their work, taking examinations, and doing research. It is the responsibility of students to learn the procedures specific to their discipline for correctly and appropriately differentiating their own work from that of others. Individual divisions/programs may require their students to sign an Academic Integrity Statement declaring that they understand and agree to comply with this policy.

The New School recognizes that the different nature of work across the schools of the University may require different procedures for citing sources and referring to the work of others. Particular academic procedures, however, are based in universal principles valid in all schools of The New School and institutions of higher education in general. This policy is not intended to interfere with the exercise of academic freedom and artistic expression.

Academic dishonesty includes, but is not limited to:

- cheating on examinations, either by copying another student's work or by utilizing unauthorized materials
- using work of others as one's own original work and submitting such work to the university or to scholarly journals, magazines, or similar publications
- submission of another students' work obtained by theft or purchase as one's own original work
- submission of work downloaded from paid or unpaid sources on the internet as one's own original work, or including the information in a submitted work without proper citation
- submitting the same work for more than one course without the knowledge and explicit approval of all of the faculty members involved
- destruction or defacement of the work of others
- aiding or abetting any act of academic dishonesty
- any attempt to gain academic advantage by presenting misleading information, making deceptive statements or falsifying documents, including documents related to internships
- engaging in other forms of academic misconduct that violate principles of integrity

(This is an abridged version of the policy. For the full policy text, which includes adjudication procedures, visit:

www.newschool.edu/WorkArea/DownloadAsset.aspx?id=81698)

[\[Additional division-specific standards for what constitutes academic dishonesty may be included here.\]](#)

Guidelines for Studio Assignments

Work from other visual sources may be imitated or incorporated into studio work if the fact of imitation or incorporation and the identity of the original source are properly acknowledged. There must be no intent to deceive; the work must make clear that it emulates or comments on the source as a source. Referencing a style or concept in otherwise original work does not constitute plagiarism. The originality of studio work that presents itself as “in the manner of” or as playing with “variations on” a particular source should be evaluated by the individual faculty member in the context of a critique.

Incorporating ready-made materials into studio work as in a collage, synthesized photograph or paste-up is not plagiarism in the educational context. In the commercial world, however, such appropriation is prohibited by copyright laws and may result in legal consequences.]

Attendance

[Divisional attendance and lateness policies can be found in divisional catalogs; your program director/chair can also provide you with a policy]

Course Policies and

[Most courses will have additional policies, such as policies for late assignments, rewrites and extra credit; the use of cellphones, laptops, and other technology in the classroom; or makeup exams/absence on exam days. Some suggested policies are listed in gray below]

Responsibility

Students are responsible for all assignments, even if they are absent. Late papers, failure to complete the readings assigned for class discussion, and lack of preparedness for in-class discussions and presentations will jeopardize your successful completion of this course.

Participation

Class participation is an essential part of class and includes: keeping up with reading, contributing meaningfully to class discussions, active participation in group work, and coming to class regularly and on time.

Blackboard

Use of Blackboard may be an important resource for this class. Students should check it for announcements before coming to class each week.

Delays

In rare instances, I may be delayed arriving to class. If I have not arrived by the time class is scheduled to start, you must wait a minimum of thirty minutes for my arrival. In the event that I will miss class entirely, a sign will be posted at the classroom indicating your assignment for the next class meeting.

Other Course Information

[Instructors may want to attach grading standards and rubrics or any other information important to the course)

Student Course Ratings

During the last two weeks of the semester, students are asked to provide feedback for each of their courses through an online survey. Instructors rely on course rating surveys for feedback on the course and teaching methods, so they can understand what aspects of the class are most successful in teaching students, and what aspects might be improved or changed in future. Without this information, it can be difficult for an instructor to reflect upon and improve teaching methods and course design. In addition, program/department chairs and other administrators review course surveys.

Course Outline

[Outline the course topics, activities, assignments, readings, etc. to be covered during the semester. Check the NSU calendar for the updated academic calendar.]

WEEK 1	DATE	Introduction, Syllabus Handed Out	Assignment: Reading for next class XXX
WEEK 2	DATE	[Topic or Activity]	Assignment: Reading for next class XXX Due:
WEEK 3	DATE	[Topic or Activity]	Assignment: Reading for next class XXX Due:
WEEK 4	DATE	[Topic or Activity] [Topic or Activity]	Assignment: Reading for next class XXX Due:
WEEK 5**	DATE	[Topic or Activity] Administer Mid Term Evaluations	Assignment: Reading for next class XXX Due:
WEEK 6	DATE	[Topic or Activity]	Assignment:

			Reading for next class XXX Due:
WEEK 7	DATE	[Topic or Activity]	Assignment: Reading for next class XXX Due:
WEEK 8	DATE	[Topic or Activity]	Assignment: Reading for next class XXX Due:
WEEK 9	DATE	[Topic or Activity]	Assignment: Reading for next class XXX Due:
WEEK 10	DATE	[Topic or Activity]	Assignment: Reading for next class XXX Due:
WEEK 11	DATE	[Topic or Activity]	Assignment: Reading for next class XXX Due:
WEEK 12	DATE	[Topic or Activity]	Assignment: Reading for next class XXX Due:
WEEK 13	DATE	[Topic or Activity]	Assignment: Reading for next class XXX Due:
WEEK 14	DATE	[Topic or Activity] Fill out online course ratings survey	Assignment: Reading for next class XXX Due:
WEEK 15	DATE	[Topic or Activity] Last Class	Assignment: Reading for next class XXX Due: