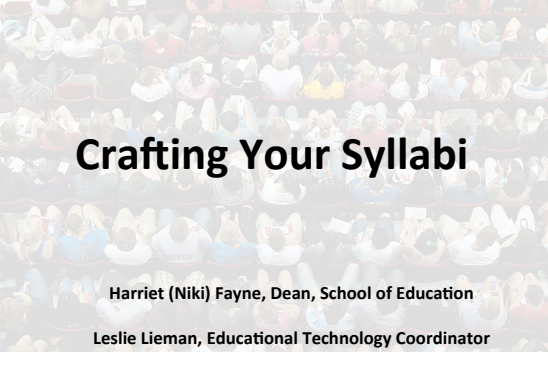
 LEHMAN COLLEGE




Crafting Your Syllabi

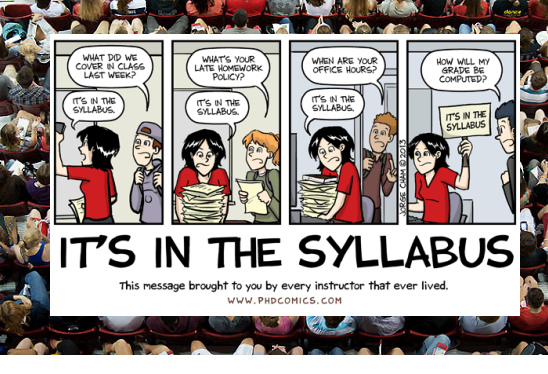
Harriet (Niki) Fayne, Dean, School of Education
Leslie Lieman, Educational Technology Coordinator

 LEHMAN COLLEGE




Crafting Your Syllabi

 LEHMAN COLLEGE



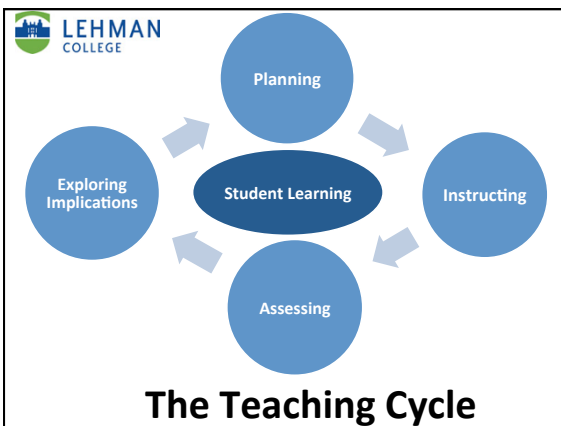
IT'S IN THE SYLLABUS
This message brought to you by every instructor that ever lived.
WWW.PHDCOMICS.COM

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Webinar Outcomes

You will be able to design a syllabus that:

- Adheres to Lehman College policies
- Incorporates “promising syllabus” principles into your course design
- Establishes a connection between course content, intended learning outcomes, student assessment, and evaluation of teaching effectiveness

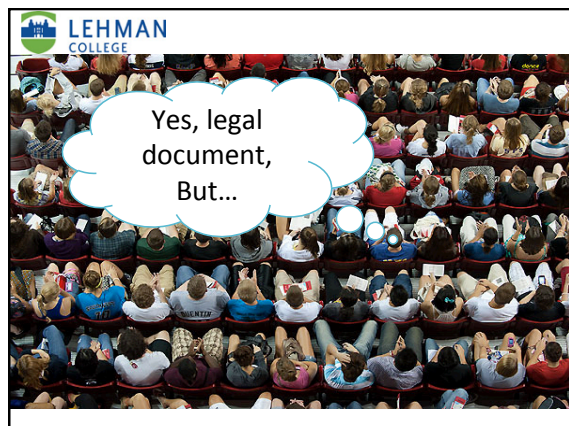
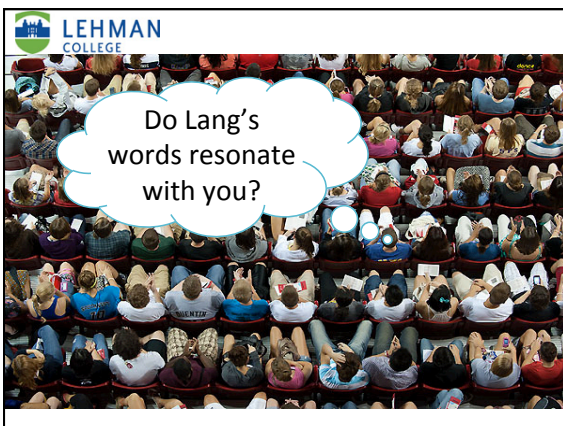
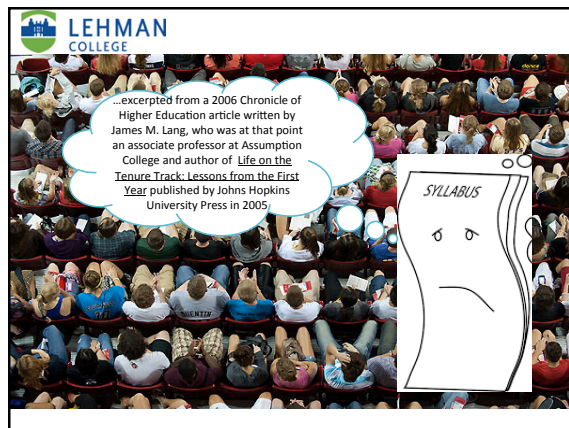
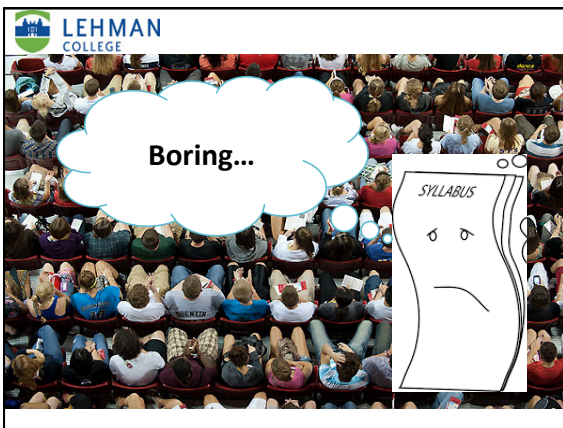
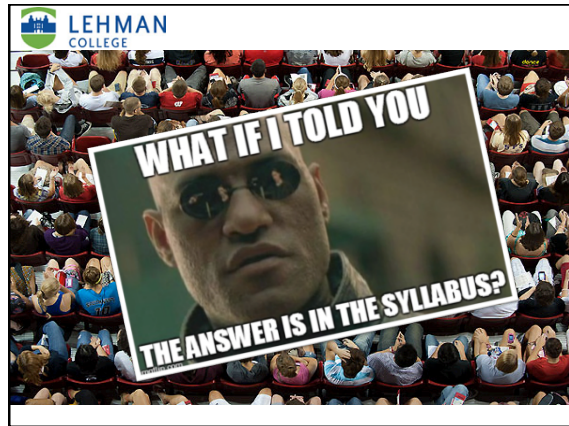


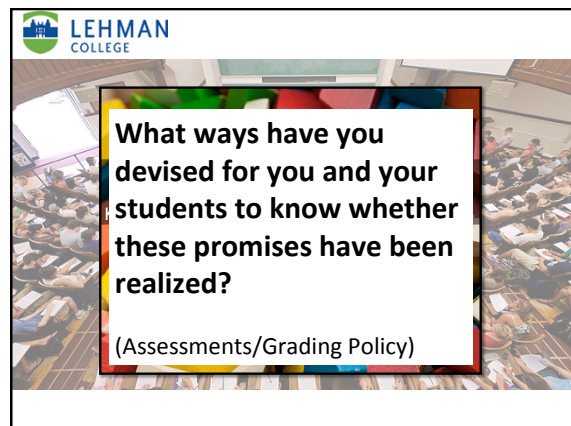
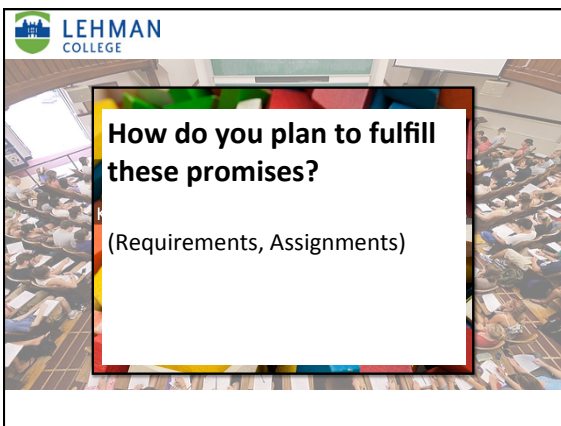
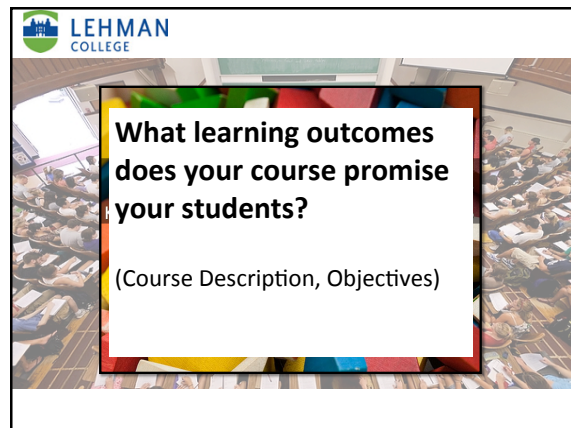
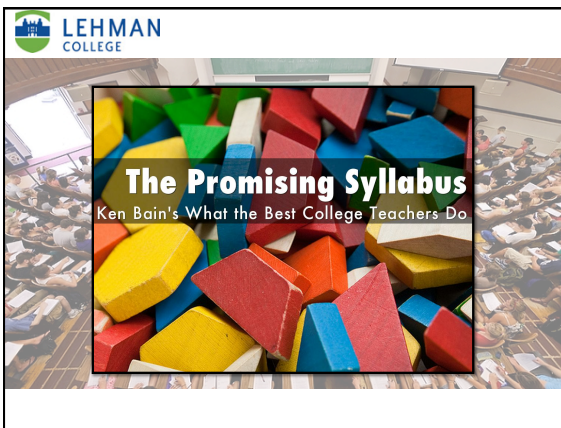
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Thanks, but I have been doing my own reading since about first grade.

FIRST DAY OF CLASS?
THEY'RE PROBABLY ONLY GOING OVER THE SYLLABUS...





LEHMAN COLLEGE **Module 2: Element One**

What does your course syllabus promise your students?

Crafting Your Syllabi

LEHMAN COLLEGE **Course Basics & Beyond**

LEHMAN COLLEGE SYLLABI GUIDELINES

REQUIRED ITEMS

- 1. Course Information**
Course Title, Course Number, Credits, Course Description (from catalogue), Pre/Co requisites, Location, and Meeting Days/Times
- 2. Instructor Information**
Instructor's name, contact information (phone, email, other), office hours, etc.
- 3. Course Learning Objectives**
These objectives must be measurable and must be reflected in assignments and grading criteria. Course objectives must also link to stated program level goals/objectives and/or general education distribution area objectives. Syllabi for multiple sections for the same course should have a single set of learning objectives.

LEHMAN COLLEGE **Course Basics**

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Add online, hybrid/blended, F2F

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LEHMAN COLLEGE **& Beyond**

Cindy Lobel, HIU 350

Welcome to HIU 350, Section H01W. In this writing-intensive course, we will explore the history of food in the United States. While food is elemental and everyone eats, the way we eat, the meanings and rituals we attach to eating, and the role food plays in shaping our identity – as individuals, families, and communities – are historically constructed. In this course, we will explore the changing relationship between American foodways and culture from the 17th century to the present with a particular focus on the ways in which food shapes and reflects identity – individual, group, and national. We will also keep a close watch on parallels and differences between the past and the present.

This course is a hybrid format. Half of our class sessions will take place in the classroom and the other half will occur online. Our classroom sessions will combine lecture, discussion, and small group projects. The online component will involve videos, lectures, informal responses, and guided discussions (utilizing discussion board) as well as taking advantage of the technology available for exploring US foodways, past and present

LEHMAN COLLEGE **& Beyond**

Stefan Becker, GEO 228

We all are confronted with our weather on a daily basis – it often determines our daily activities. Therefore, most of us are at least somewhat interested in finding out more about our weather. The objective of this course is to introduce you to the processes which take place in our atmosphere and determine our weather. You will gain a solid basic understanding of the background and characteristics of the processes which determine the daily weather situation as well as the long term climates on our planet. This knowledge is fundamental to the understanding of numerous phenomena which you are confronted with on a daily basis as well as during your further studies and careers. You will - for example - find out, which processes produce a rainbow, how a tornado or hurricane works, what causes strong winds, why we sometimes get polluted air in the city, why some clouds produce precipitation and others not, etc.

The course will be taught in a "flipped classroom mode" – you will watch the video lectures at home at your own pace and we will use the time in class to help you revisit concepts you struggled to understand, discuss applications of the content you learned, and overall engage in an interactive learning experience. During the class sessions you will learn to express your thoughts clearly and persuasively, and to reason critically, creatively, and independently. (websites, online museums, etc.)

LEHMAN COLLEGE

Learning Objectives

LEHMAN COLLEGE SYLLABI GUIDELINES

REQUIRED ITEMS

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LEHMAN COLLEGE

Learning Objectives

LEHMAN COLLEGE SYLLABI GUIDELINES

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Learning objectives (also called learning outcomes) are to be written in such a way that they are measurable.

LEHMAN COLLEGE

Learning Objectives

LEHMAN COLLEGE SYLLABI GUIDELINES

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How objectives are measured should be clear if a student takes the time to link them to assignments and grading criteria.

LEHMAN COLLEGE

Learning Objectives

LEHMAN COLLEGE SYLLABI GUIDELINES

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As much as possible, course objectives should be a subset of program objectives or should link to general College goals.

LEHMAN COLLEGE

Bloom's Taxonomy

create Produce new or original work
Design, assemble, construct, conjecture, develop, formulate, author, investigate

evaluate Justify a stand or decision
appraise, argue, defend, judge, select, support, value, critique, weigh

analyze Draw connections among ideas
differentiate, organize, relate, compare, contrast, distinguish, examine, experiment, question, test

apply Use information in new situations
execute, implement, solve, use, demonstrate, interpret, operate, schedule, sketch

understand Explain ideas or concepts
classify, describe, discuss, explain, identify, locate, recognize, report, select, translate

remember Recall facts and basic concepts
define, duplicate, list, memorize, repeat, state

<https://ct.vanderbilt.edu/guides-sub-pages/blooms-taxonomy/>

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Bloom's Taxonomy

What will the student know and be able to do by the end of the course?

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Bloom's Taxonomy

Are my objectives (outcomes) written in a way that allows students to demonstrate them by the end of the course?

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Bloom's Taxonomy

HINT:
It is hard to demonstrate or measure "understand"

LEHMAN COLLEGE

What Promises Am I Making?

Objective	Assessment
Demonstrate an ability to read and "decode" texts from the 17 th to the 21 st Century ENG 227 Pettipiece	250 word write-ups (125 word summary; 125 word analysis) completed on each reading assignment.
Demonstrate the ability to assess and articulate factors that affect children's physical, social, emotional, cognitive, language, and aesthetic development ECE 301 McNamee	Child Study (background information on child, documentation of weekly observations, PP class presentation)
Demonstrate the ability to use the library and other information resources to identify and use articles, books, data, and other information used by sociologists. SOC 300 Goode	Annotated Bibliography

LEHMAN COLLEGE

Materials & Technology

LEHMAN COLLEGE SYLLABI GUIDELINES

REQUIRED ITEMS

- Materials**
Required and recommended textbooks (*include textbook price*), articles, and other materials that will be used in the course. Indicate whether materials will be on reserve in the library.
- Use of Technology and Blackboard Information (if applicable)**
Example - We will be using a Blackboard site for much of the class activities. It can be accessed through the Lehman website at www.lehman.cuny.edu. We will go over how to access the site and its topography during the first week of class. If you have any questions about your Lehman email address or your password, or if you have any problems accessing the site please call the computer helpdesk at 718-960-1111.

LEHMAN COLLEGE

Materials & Technology

- You need to include a complete citation on each textbook that you require (including the price of the book). This is not just a Lehman rule. We are mandated by the USDOE to provide students with cost information on textbooks.
- You should provide basic information on Blackboard (Bb) since it is likely that you will be using our learning management system even in face-to-face courses.

LEHMAN COLLEGE

The Lehman Context

- You need to include a complete citation on each textbook that you require (including the price of the book). This is not just a Lehman rule. We are mandated by the USDOE to provide students with cost information on textbooks.

Textbooks are expensive

The Lehman Context

You text book market cost

The Lehman Context

Amber McGruder ENG 121

There is no textbook required for this class, however you will be required to research, access Blackboard, and at times print typed assignments. If you do not have continuous access to a computer, internet, and printer, be sure to become familiar with the Library and various computer labs on campus.

The Lehman Context

Cindy Lobel HIU 350

Blackboard is a large, integrated system, and all such systems do have unscheduled down time, however unusual and short-lived. Furthermore, there is no CUNY or Lehman College policy to restore courses in which all or part of the content is deleted, damaged or otherwise becomes inaccessible. Therefore, students (as all users) are strongly urged to keep a print and electronic backup of all the class work they have submitted.

Be sure to have on hand my email address in case of any system failure: in such a case you should check the Blackboard link on the Lehman home page for the latest information on service interruptions and email me for specific instructions, should you need them.

Policies and Services

Academic Integrity: CUNY Policy
<http://www.lehman.cuny.edu/student-affairs/documents/student-handbook-02.pdf>
 The most common forms of academic dishonesty are cheating and plagiarism. Cheating is taking or giving help on a test; for example, using unauthorized books, papers, or notes during an examination; or procuring, distributing, or using unauthorized copies of examination. Plagiarism means the failure to give credit for the source of another's words or ideas, or—as in the use of borrowed or purchased papers—passing off another person's work as one's own.

Accommodating Disabilities:
 Lehman College is committed to providing access to all programs and curricula to all students. Students with disabilities who need classroom accommodations should register with the Office of Student Disability Services (Shuster Hall, Room 239, Telephone # 718-960-8441).

The Academic Center for Excellence (ACE) and the Science Learning Center (SLC)
 The Academic Center of Excellence and the Science Learning Center are two tutoring centers on campus. The ACE (Telephone #718-960-8175) provides appointment-based and drop-in tutoring in the humanities, social sciences, and writing, as well as general writing and academic skills workshops. The SLC (Telephone # 718-960-7707) provides drop-in tutoring for natural science courses. For more information, visit <http://www.lehman.edu/issp>

Module 3: Element Two

Ways to Fulfill the Promise

Crafting Your Syllabi

Course Calendar & Schedule

PROVISIONAL SCHEDULE PENDING FIELD TRIP DATE FINALIZATION

All reading assignments are to be completed before class.

Date	Topic	Reading
3 Feb	Introduction and Overview Lab 1: Geologic time and earth material, REE	Earth Materials Ch. 1
10 Feb	Crystals, Minerals & Rocks, Composition of the Earth Lab 2: The rock cycle and mineral resources	Earth Materials Ch. 2
17 Feb	Minerals: Physical & Chemical Composition Lab 3: Mineral Identification	Earth Materials Ch. 3
24 Feb	Crystal Structure Lab 4: Crystal Structure (Crystal Viewer)	Earth Materials Ch. 4
2 Mar	FIELD TRIP Igneous Rock Forming Minerals	Earth Materials Ch. 7
9 Mar	How Do Igneous Rocks Form? Lab 5: Mineral formulae/geochronological calculation	Earth Materials Ch. 8
16 Mar	Igneous Rocks: Occurrence, Classification & Plate Tectonic Setting Lab 6: One mineral/abundant metals/geologic map	Earth Materials Ch. 9
23 Mar	FIELD TRIP Sedimentary Rock-Forming Minerals and Materials	Earth Materials Ch. 10
30 Mar	Sedimentary Rock-Forming Minerals and Materials	Earth Materials Ch. 11
6 Apr	Formation, Transport, and Deposition of Sediments Lab 7: Introduction to sieve techniques and data analysis	
13 Apr	Sedimentary Rock Classification, Occurrence & CLAR Tectonic Significance	Earth Materials Ch. 12
20 Apr	Lab 8: Identification of sedimentary minerals	Earth Materials Ch. 13
27 Apr	SPRING RECESS (NO CLASS)	
4 May	Metamorphic Rocks Lab 9: Metamorphic rocks	Earth Materials Ch. 14
11 May	Economic Minerals: Earth Materials and Human Health Lab 10: Estimating coal supplies and economic benefits	Earth Materials Ch. 15, 16
18 May	REVIEW	
25 May	FINAL EXAM	

LEHMAN COLLEGE **Course Calendar & Schedule**

PROVISIONAL SCHEDULE PENDING FIELD TRIP DATE FINALIZATION
Please Note: This schedule is subject to minor change. All reading assignments are to be completed before class.

What is expected of me in this course?

LEHMAN COLLEGE

REQUIRED ITEMS

Course Information
 Course Title, Course Number, Pre/Co requisites

Instructor Information
 Instructor's name

Course Learning Objectives
 These objectives and grading criteria are for multiple sections of the course.

18 May	REVIEW
22 May	FINAL EXAM


LEHMAN COLLEGE **Behavioral Expectations**




Students need to know more than academic expectations...



LEHMAN COLLEGE **Behavioral Expectations**



Cell phones during class time?




LEHMAN COLLEGE **Behavioral Expectations**




How are you going to promote students engagement? Face-to-face? Online?



LEHMAN COLLEGE **Behavioral Expectations**



What are your thoughts about students missing or coming late to class?





LEHMAN COLLEGE **Behavioral Expectations**



Are you going to accept late assignments?



 **Behavioral Expectations**



Will you give make-up exams?



 **Behavioral Expectations**



**What is your expectation for partner work?
Group work?**





 **Sample Syllabi "Snippets"**




Attendance (Magruder)
Attendance Policy. Attendance and participation is 15% part of your grade. For every class that you attend and participate in you will earn 1 point. *Life happens, of course, but it is your responsibility to maintain communication with me and let me know if there are any extenuating circumstances that are preventing you from attending class regularly.* In addition, you are allowed three absences. This means you can miss three classes without penalty. Any additional absence will impact your grade. Your final grade will be lowered by 5 points for every additional absence.



 **Sample Syllabi "Snippets"**



Lateness (McNamee)
Lateness. As adults, students are expected to behave as professionals which includes arrival in class on time, submission of work on time, and participation in class individually and as a group member. Class will usually begin with a "writing to a prompt" activity between 1-1:15 without the option of makeup.




 **Sample Syllabi "Snippets"**



Discussion Etiquette (Pettipiece)
Class discussions. All class discussions will be governed by respect to time and audience; no monopolizing the discussion, no undermining of your peers will be tolerated.



 **Sample Syllabi "Snippets"**



Cell Phones (Sen)
Cell Phones. ABSOLUTELY NO CELL PHONES or other electronic communications devices are permitted in class. First-time cell phone use will result in a warning. Repeated cell phone use will result in your being ask to leave the class for the day. The only possible exception to this digital exclusion is a laptop computer – but ONLY for note taking.



LEHMAN COLLEGE **Module 4: Element Three**

Ways that Students and Instructors Know that Promises Have Been Realized

Crafting Your Syllabi

LEHMAN COLLEGE **Module 4: Element Three**

the Students and Instructors Know that Promises Have Been Realized

Crafting Syllabi

LEHMAN COLLEGE **Module 4: Element Three**

the Students and Instructors Know that Promises Have Been Realized

Crafting Syllabi

LEHMAN COLLEGE **Grading Policies**

LEHMAN COLLEGE SYLLABI GUIDELINES

REQUIRED ITEMS

6. Grading Policy
Describe the grading procedures, including the components of the final grade and the weights assigned to each component (for example, homework, term papers, midterms and exams). Also indicate if grades will be curved or if certain grades will be dropped. Also indicate if extra credit assignments will be permitted.

LEHMAN COLLEGE **Grading Policies**

LEHMAN COLLEGE SYLLABI GUIDELINES

REQUIRED ITEMS

- How do I earn an A in this course?
- How much does a particular assignment count?
- Do you take off points for late work?
- Do you take off points for absence?
- Do you give participation points?
- Do you curve test results?
- How is my final grade calculated?

LEHMAN COLLEGE **Educative Assessment**

LEHMAN COLLEGE SYLLABI GUIDELINES

REQUIRED ITEMS

Assessments can inform, but they can also teach...

