

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE**  
**The City University of New York**

**Effective: May 2018**

## **Model Syllabus**

This document contains a list of required elements for syllabi for John Jay College of Criminal Justice. This list adheres to best practices in higher education. Your syllabus represents a contract between you and your students and reflects the care and time you expect them to take with their assignments. This is the minimum information required on the syllabus; faculty may add additional information if desired.

### **Syllabus Content:**

**College name and address** (524 W. 59<sup>th</sup> Street, New York, NY 10019)

**Course title and section** (i.e. Syllabus for English 101-01 Composition I)

**Professor's name**

**Office location**

**Contact hours**

**Phone**

**E-mail address**

**Course description from Undergraduate Bulletin** (faculty may add another paragraph of description that pertains to that particular offering of the course in addition to the bulletin description)

### **Learning outcomes**

- What will the student know or be able to do by the end of the course? List three to five learning outcomes for the course that map to the program's outcomes. (All Writing Intensive courses need to include a writing intensive outcome that maps to the program's outcomes).

### **Course pre-requisites (or co-requisites)**

#### **Requirements / Your course policies**

- Specify your policies on acceptable methods of citation/documentation and formatting
- Policies on lateness, absence, classroom behavior, etc.

### **Required Texts**

- List all texts with full citation including ISBN numbers. Indicate if ordered and available in the online bookstore, on the web with URL, on course Blackboard site, on e-reserve etc. Specify if the library owns the book and the call number.

### **Grading**

- How will you determine the final grade? List assessments. Include, for instance, participation, assignments, exams and quizzes and provide percentage of the final grade for each. Syllabi for Writing Intensive courses should include both the number and type of assignments required by the program.

### **Course calendar**

- List theme and key topics for each week. Include reading and other assignments due.

**College wide policies for undergraduate courses** (see the most current *Undergraduate Bulletin* at: <http://jjay.smartcatalogiq.com/en/current/Undergraduate-Bulletin> .

- Incomplete Grade Policy** (search INC)
- Extra Work During the Semester**
- Americans with Disabilities Act (ADA) CUNY Accommodations Policy** (<http://www.jjay.cuny.edu/cuny-accommodations-policy> , updated 2016)

Sample syllabus statement: “Qualified students with disabilities will be provided reasonable academic accommodations if determined eligible by the Office of Accessibility Services (OAS). Prior to granting disability accommodations in this course, the instructor must receive written verification of a student’s eligibility from the OAS which is located at L66 NB (212-237-8031). It is the student’s responsibility to initiate contact with the office and to follow the established procedures for having the accommodation notice sent to the instructor.”

Source: *Reasonable Accommodations: A Faculty Guide to Teaching College Students with Disabilities*, 4<sup>th</sup> ed., City University of New York, p.3.

**Wellness and Student Resources** (<http://www.jjay.cuny.edu/wellness-resources> )

Sample syllabus statement:

“Students experiencing any personal, medical, financial or familial distress, which may impede on their ability to fulfill the requirements of this course, are encouraged to visit the Wellness Center (L.68 NB). Available resources include Counseling Services, Health Services, Food Bank, and legal and tax aid through Single Stop.”

### **CUNY Policy on Academic Integrity**

The following information is excerpted from the CUNY Policy on Academic Integrity. The complete text of the CUNY Policy on Academic Integrity can be accessed at <http://www2.cuny.edu/about/administration/offices/legal-affairs/policies-procedures/academic-integrity-policy/>

Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

**Plagiarism:**

Plagiarism is the presentation of someone else's ideas, words, or artistic, scientific, or technical work as one's own creation. Using the ideas or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quotations require citations to the original source.

Plagiarism may be intentional or unintentional. Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism.

It is the student's responsibility to recognize the difference between statements that are common knowledge (which do not require documentation) and restatements of the ideas of others. Paraphrase, summary, and direct quotation are acceptable forms of restatement, as long as the source is cited.

**Internet plagiarism** includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the Internet without citing the source, and "cutting and pasting" from various sources without proper attribution.

Students who are unsure how and when to provide documentation are advised to consult with their instructors. The Library has free guides designed to help students with problems of documentation at: [http://guides.lib.jjay.cuny.edu/citing\\_sources](http://guides.lib.jjay.cuny.edu/citing_sources)

**Plagiarism detection software**

The College subscribes to **Turnitin.com** and Blackboard has a similar module called **SafeAssign**. If you will be using any plagiarism detection software in your course, you must state it on the syllabus.