

# MODEL SYLLABUS

**Policy Id:**

US.006 – Model Syllabus

**Contact:**

**Last Modified:**

February 25, 2013

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

**Effective: Summer 2012**

## **Model Syllabus Revision**

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. This model syllabus is to be followed beginning the Summer 2012 semester.

### **Syllabus Content:**

**College name and address**

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

**Professor's name**

**Office location**

**Contact hours:**

**Phone**

**E-mail address**

**Course 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 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 *Undergraduate Bulletin*, Chapter IV Academic Standards)

- A. Incomplete Grade Policy**
- B. Extra Work During the Semester**
- C. Americans with Disabilities Act (ADA) Policies**

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 in the new building (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.  
([http://www.jjay.cuny.edu/studentlife/Reasonable\\_Accommodations.pdf](http://www.jjay.cuny.edu/studentlife/Reasonable_Accommodations.pdf))

## **Statement of the College Policy on 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.

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. (*John Jay College of Criminal Justice Undergraduate Bulletin*, <http://www.jjay.cuny.edu/academics/654.php>, see Chapter IV Academic Standards)

Approved by College Council, November 18, 2011

**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.**

**For a syllabus template**, see the **Faculty eHandbook** on the Center for Teaching website at:  
[http://resources.jjay.cuny.edu/ehandbook/planning\\_syllabus.php#syllabus](http://resources.jjay.cuny.edu/ehandbook/planning_syllabus.php#syllabus)