# ABCD-#### Syllabus

## Course Information

Course Name and Number: ***ABCD-#### Course Name***

Classroom: *Insert classroom name listed in* [*LeopardWeb*](https://leopardweb.wit.edu/)

Class Schedule: *Insert class schedule listed in* [*LeopardWeb*](https://leopardweb.wit.edu/)

Lecture/Lab/Total Credits: *Insert credit in listed in* [*LeopardWeb*](https://leopardweb.wit.edu/)

## Meet Your Instructor

Instructor Name and Pronouns: *Dr. Instructor (he/she/they)*

Office Location: *Share your office location*

Student Hours: *State when you are available for student questions and concerns and provide information about typical response time*

Telephone Number: *Share the phone number students can use to reach you*

Email Address: *Share your WIT email address*

*To add a more personalized and meaningful welcome, share what interests you about this course and something you are looking forward to this semester.*

## Course Description

*Insert course description here. This should match the course description in the* [*Catalog*](https://catalog.wit.edu)*.*

## Course Prerequisites/Corequisites

*Insert any course pre/corequisites here. This should match the course description in the* [*Catalog*](https://catalog.wit.edu)*. If there are no pre/corequisites, please note this.*

## Course Learning Outcomes

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

1. …
2. …
3. …

*Refer to the course syllabus provided by your hiring manager or supervisor for the latest ICC-approved course learning outcomes.*

## Required Textbooks

Purchase the following required textbooks at the [Wentworth Bookstore](https://www.bkstr.com/wentworthitstore/home) located at 103 Ward Street:

* *List full reference citation, including edition number, in either APA or MLA format.*

*To help students access these materials, consider* [*adding these items to the reserves collection*](https://wit.libwizard.com/f/Add-Items-to-Reserves) *at the Schumann Library.*

## Recommended Learning Materials

*List recommended learning materials. Describe the difference between required textbooks and recommended learning materials and how recommended materials will help.*

* *List any recommended learning materials in full reference citation in APA or MLA format.*

*To help students access these materials, consider* [*adding these items to the reserves collection*](https://wit.libwizard.com/f/Add-Items-to-Reserves) *at the Schumann Library.*

## Instructional Methodologies

*Share your instructional methodologies here. Indicate the types of instructional methodologies you will use to assist students throughout the course to achieve the course learning outcomes.*

## Grading Criteria

*Share your grading and assessment policy here. Your policy must state:*

* *Specific assignments to complete to meet the learning outcomes*
* *Number of assignments in each required category*
* *Relative weight of each assignment*

*If the assignment is a project, presentation, paper, etc., criteria must be established so that students will understand exactly how they will be graded.*

## Attendance Policy

*Share your attendance policy here. Procedures for notification of absences and explanations of excused and unexcused absences should appear here.*

## Late Work Policy

*Insert late work/makeup policy here. This policy should describe the circumstances under which late/makeup work is accepted and how a student makes up the materials missed (what is the student’s responsibility in make-up).*

## Successful Students

*State how students can be successful in this course. Provided are generic examples. Feel free to add, remove, or customize for your own course:*

To be successful in this course:

* *Check the course announcements regularly*
* *Attend the required class meetings*
* *Arrive on time*
* *Participate in in-class activities*
* *Read and respond to email messages as needed*
* *Complete assignments by the due dates specified*
* *Communicate regularly with your instructor and peers*
* *Create a study schedule to stay on track*
* *Ask for help early*
* *Use student support resources such as the*[*Success Studio*](https://wit.edu/student-life/cae)*,* [*Center for Wellness*](https://wit.edu/student-life/health-wellness/)*, and* [*Schumann Library*](http://library.wit.edu)
* *Balance mental, physical, and social health to support academic success*

## Instructor Promise/Shared Expectations

*Include a personal statement about your shared expectations within the classroom space. This is an opportunity to build trust and mutual expectations in one another at the course's outset. You can also personalize it with a favorite quote or inspirational image. Here is an example:*

*As your instructor, I believe that every student in my course is capable of greatness. I have high standards for success, and I believe that you can meet them with time, effort, and engagement. I promise to care about your success as a student and your well-being as a person.*

## Wentworth Grading System

| **Grade** | **Weight** | **Numerical Definition** | **Definition** |
| --- | --- | --- | --- |
| **A** | 4.00 | 93-100 | Distinction |
| **A-** | 3.67 | 90-92 | High Pass |
| **B+** | 3.33 | 87-89 | Pass |
| **B** | 3.00 | 83-86 | Pass |
| **B-** | 2.67 | 80-82 | Provisional |
| **C+** | 2.33 | 77-79 | Provisional |
| **C** | 2.00 | 73-76 | Provisional |
| **F** | 0.00 | 0-72 | No Pass |
| **P** | 0.00 |  | Pass (for credit) |
| **S** | 0.00 |  | Satisfactory (no credit) |
| **U** | 0.00 |  | Unsatisfactory (no credit) |
| **W** | 0.00 |  | Withdrew |
| **IC** | 0.00 |  | Incomplete |
| **NR** | 0.00 |  | Not Reported |

Grades of "P" or "F" are awarded to courses with this grading scheme and carry academic credit. "P" or "F" grades do not calculate into the GPA. Wentworth does not offer students the option to audit a course; if a student is granted an exception to this policy the course cannot be converted at any time to a credit-bearing course and will not satisfy a degree requirement.

## Add/Drop

Please check the [academic calendar](https://wit.edu/academics/academic-calendar/2023-2024) to confirm the add/drop deadline. Add/drop is done online. Courses dropped in this period are removed from your record.

Non-attendance does not constitute dropping a course. If you registered for a course and subsequently withdrew or received a failing grade in its prerequisite, then you must drop that course. In some cases, you will be dropped from that course by the Registrar. However, it is your responsibility to make sure you meet the course prerequisites and to drop a course if you have not successfully completed the prerequisites. Please meet with your student success advisor or major advisor for schedule revision and to discuss the impact of the failed or withdrawn course on your degree status.

## Colleges of the Fenway Students

If you are enrolled in this course through COF Cross Registration, please let me know and provide me with your email address so I can be sure that you receive course information in a timely way. Let’s also discuss how to access online applications that might be used in the course.

## Non-Discrimination Statement

Per Wentworth’s Office of Institutional Equity: “Wentworth Institute of Technology values diversity, equity, and inclusion. The University is committed to providing a safe and respectful educational experience and work environment free from discrimination and harassment on the basis of an individual’s race, color, religion, gender, age, marital status, national origin, ancestry, alienage, physical or mental disability, sexual orientation, gender identity or expression, genetic information or any other characteristic protected by law.”

For more information on reporting, refer to the Office of Institutional Equity section below.

## Accessibility Statement

Students with physical, medical, psychiatric, and learning disabilities are eligible to utilize [Student Accessibility Services](https://wit.edu/student-life/cae/advising/student-success/accessibility) (a branch of the Success Studio) to arrange for reasonable accommodations and seek ongoing support at any point in their Wentworth career. Please contact [AccessibilityServices@wit.edu](mailto:AccessibilityServices@wit.edu) to begin the accommodation request process.

For more information on accessibility, refer to the Success Studio section below.

## Academic Integrity

Members of our community are expected to be honest and forthright in all their academic endeavors. Not only does this add value and credibility to a Wentworth degree, but it also establishes trust and respect as we share knowledge within and beyond our community.

Academic integrity includes:

* Acknowledging the work of others with citations and attributions
* Submitting work that authentically reflects your own knowledge, skills, and abilities – not someone else’s
* Collaborating with others on work only when collaborating is an intended part of the activity
* Respecting each other’s work, property, and possessions

Learn more about academic integrity by contacting [SuccessStudio@wit.edu](mailto:SuccessStudio@wit.edu). [View our Academic Honesty Policy Procedures](https://wit.edu/about/policies/academic-honesty) to learn how Wentworth investigates potential academic integrity violations.

## Intellectual Property

Any intellectual property developed by you as part of your work for this course is yours. You own it! [View Wentworth’s Intellectual Property policy](https://wit.edu/about/policies/intellectual-property) for details.

## Student Support Resources

Wentworth is proud to offer a variety of support resources to enable students to succeed academically, professionally, and personally. Due to the variety of resources available, start at [WhoCanHelp](http://whocanhelp.wit.edu) to determine what your needs are and what offices and organizations are best suited to help you. Here is a sample of the student support resources listed on WhoCanHelp:

### Success Studio

At Wentworth, we are wholeheartedly committed to student success. In support of this mission, the [Success Studio](https://wit.edu/student-life/cae) acts as the central hub dedicated to helping our students thrive through the provision of Advising, Student Accessibility Services, and Tutoring. Questions? Email [SuccessStudio@wit.edu](mailto:SuccessStudio@wit.edu).

### Center for Wellness

At Wentworth, we value physical, mental, social, and spiritual wellbeing as much as academic success. The [Center for Wellness](https://wit.edu/student-life/health-wellness/about) is comprised of Counseling Services, Health Promotion and Education, as well as Fitness and Wellness Programs. Each provides specific services to our students while working together holistically to improve students’ experiences. Need urgent support? [View all crisis hotlines and resources](https://wit.edu/student-life/health-wellness/resources).

### Douglas D. Schumann Library & Learning Commons

The [Schumann Library](https://library.wit.edu/home) provides numerous on-campus and virtual services to the Wentworth community, including an extensive library catalog, research support, study spaces, copyright guides, and more.

### Center for Diversity and Global Engagement

The [Center for Diversity and Global Engagement](https://wit.edu/student-life/cdsjp) (CDGE) programs at Wentworth promote cross-cultural perspectives, inclusivity, leadership development and personal growth among the Wentworth community, and fosters a welcoming, brave and safe environment for all students with a specific focus on underserved populations and their allies.

### Office of Institutional Equity

The [Office of Institutional Equity](https://wit.edu/about/diversity/equity-compliance) supports the university in cultivating and maintaining a campus environment that is equitable, inclusive, and accessible. Students, faculty, staff, and guests have a right to be free from discrimination and harassment, including harassment and sexual misconduct. You can report discrimination, harassment, and sexual misconduct to the University by using the [Reporting Bias and Discrimination Form](https://cm.maxient.com/reportingform.php?Wentworth&layout_id=6) or the [Sexual Misconduct and Sex-Based Discrimination Reporting Form](https://cm.maxient.com/reportingform.php?Wentworth&layout_id=2).

## Course Schedule

### Course Content Warnings (if applicable)

*If your course covers topics that are sensitive, disturbing, or potentially harmful to study, include a statement about where these topics occur, how students can prepare for them, and resources that may help them as they navigate them. If your course does not include these topics, remove this section. Here is an example:*

*This course will include the study of topics that may be sensitive, disturbing, or uncomfortable to discuss. I intend to create a brave space for us to study these topics because they are meaningful to our learning outcomes. Please prepare for thoughtful and active participation to the best of your ability.*

### Syllabus Outline

*Insert syllabus outline below. Full semester course syllabi schedule MUST account for 15 weeks including the final exam week.*

*Specific calendar dates are not necessary. Please fill in the table below if you want to use a table. If you don't want to use a table, use an itemized list.*

| **Week** | **Topics** | **Materials** | **Graded Activities** |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |

## Feedback

*Help us improve this syllabus template! If you or your students have any suggestions,* [*complete this brief survey*](https://wentworth.az1.qualtrics.com/jfe/form/SV_eRlTxGExKVVqtBs) *so we can work towards awareness, self-reflection, and continuous improvement.*