**Building a Syllabus: Required Elements  
English 110, 210, and FIQWS Writing Sections**

**Fall 2017**

**Your syllabus must contain:**

Information that identifies your course:

* College name
* Semester and year
* Course title, number, section letter
* Instructor's name and contact information (telephone, CCNY email, office location)
* Course description (written by individual instructors)
* Course learning outcomes (standard across all sections)
* Required textbooks

Information that describes course procedures and policies:

* Instructions for submitting assignments (where and how to submit assignments and a late paper policy)
* Due dates for reading and writing assignments. These should appear as a list of assignments in the syllabus and should appear a second time in the schedule of classes.
* Format for writing assignments (for both print- and web-based assignments; you should also assign a citation style)
* Criteria for grading assignments
* Criteria and weights for components of the final course grade
* Location and Regular Hours of the CCNY Writing Center https://www.ccny.cuny.edu/writing
* CUNY Policy on Academic Integrity <https://www.ccny.cuny.edu/about/integrity>
* CCNY’s Statement on Community Standards: <https://www.ccny.cuny.edu/studentaffairs/community-standards>  
  Attendance. Instructors can set their own attendance policies. CCNY recommends that students be allowed to miss a total of two weeks of class (4 class sessions for a class that meets twice a week, for example). Here is a sample policy:
  + Students are expected to attend every class session of this course and to be on time. If you miss five classes, your final grade will be dropped by one-half of one letter (a 90 to an 85, for example). If you miss six classes, your final grade will be dropped one full letter. If you miss seven classes, you will not be able to pass the course. Consistent late arrivals and early departures will have a negative impact on your grade. I will notify you by email if course absences (for full or partial classes) are having an impact on your grade. If you have special circumstances, please see me. I’m happy to work with you to help you complete this course.

**The Writing Center**, NAC Third Floor

<https://www.ccny.cuny.edu/writing>

The City College Writing Center offers one-on-one assistance for students working on writing assignments and projects from any discipline.

**Student Support Services Program**, NAC 6/148

[https://www.ccny.cuny.edu/sssp](https://www.ccny.cuny.edu/sssp" \t "_blank)

SSSP invites new students, especially incoming freshmen and transfers at the start of fall, to join us up to our 500-student cap.  SSSP students should be either first-generation college students OR have a family income below a certain threshold.  SEEK students are not eligible to join as SSSP's services in many ways mirror SEEK's.  To apply, complete the application at [https://www.ccny.cuny.edu/sssp/sssp\_application](https://www.ccny.cuny.edu/sssp/sssp_application" \t "_blank). Accepted students have full access to SSSP's services, which include academic advising, personal counseling, and tutoring in the [Academic Resource Center](https://www.ccny.cuny.edu/sssp/tutoring-arc" \t "_blank) in Marshak 1104.  Tutoring supports all disciplines, and offers SSSP students the only online, 24/7 writing review service currently offered at City. Students requesting in-person writing tutoring are assigned to the same tutor for a series of meetings which can be weekly or customized to the students' schedule of due dates.​

**Gateway Advising Center**, NAC 1/220

<http://www.ccny.cuny.edu/gateway/>

Students without a declared major can receive academic advising, especially if you have questions about your course of study, core requirements, etc.

**SEEK Peer Academic Learning Center,** NAC 4/224

Phone: 212-650-5786**;** email: seekpals@ccny.cuny.edu

Offers counseling and peer tutoring for students in need of academic and financial support who have registered for the SEEK Program.

Strongly recommended policies:

Guidelines for:

* Maintaining a clean classroom environment (eating and drinking during class)
* Use of cell phones, tablets, and computers during class meetings