

Course Code: Course Title

Department Name

Semester

[Instructional Method](#) - replace with appropriate method

Credits

Faculty Contact

Instructor: Name and how you prefer to be addressed

Office Location: If applicable

Phone number: Enter times available and phone number.

Email – response provided within 24-48 hours: Indicate your preferred communication via Canvas Inbox or your CCS email.

Office Hours: Enter office hours and if they are online, then link to an online meeting space.

This syllabus is subject to change. All changes will be posted on Canvas. It is the student's responsibility to stay informed of all assignments/deliverables and deadlines.

Course Information

I. Class Meetings

Replace this text with the date/times of synchronous class meetings. Delete if the class is completely asynchronous.

II. Course Catalog Description

Enter the description available in the [Course Catalog](#) - no more than 150 words.

III. Detailed Course Catalog Description (if applicable)

Enter a detailed course description that includes a brief summary of the significant learning experiences for the course.

IV. Course Prerequisites

Enter the prerequisites available in the [Course Catalog](#).

V. Course Learning Outcomes

Upon completion of this course, students will be able to:

- [Click here to enter text obtained from your department chair.](#)

Tools/Materials

I. Texts/Materials/Supplies

a. Required

[Click here to enter text.](#)

b. Recommended

c. Individual Estimated Cost of Texts/Materials/Supplies

d. Total Estimated Cost of Text/Materials/Supplies for the course

[Click here to enter text.](#)

Click here to enter text.

II. Technology/Software/Online Platforms

Replace this text with a listing of required or recommended technology and how students can access these tools. Also list LinkedIn Learning or other specific tutorials related to these technologies.

Schedule

III. CCS Dates to Remember

Enter semester dates such as:

- Last day for 100% refund/credit for dropped credits
- Grade of W Begins
- Last day for 80% refund/credit for dropped credits (grade of W)
- Last day for 60% refund/credit for dropped credits (grade of W)
- Last day for 40% refund/credit for dropped credits (grade of W)
- Last day to withdraw from the course

IV. Class Structure

For online classes: This course is an online course, which means all activities and assessments will take place in Canvas and other online environments.

For hybrid classes: This course is a hybrid course, which means activities and assessments will take place across both online and on-campus.

Refer to [Instructional Methods](#) for reference.

V. Class Schedule

This assignment schedule is subject to change. All changes will be posted on Canvas. It is the student's responsibility to stay informed of all assignments/deliverables and deadlines.

Add or remove rows based on the length of the course.

Week	Date(s)	Topics Covered	Weekly Activities	Assessments or Assignment or Deliverables Due
1				
2				
3				
4				
5				
6				
7				

8				
9				
10				
11				
12				
13				
14				
15				

**WRITTEN PROJECT ASSIGNMENT EXPLANATIONS ARE AVAILABLE
ON THE COURSE CANVAS SITE**

VI. Basis for Final Grade

a. Assessments/Deliverables with Weighting

Click here to enter text.

b. Grading Scale

A	94-100	B	83-85	C	73-75	D	63-65
A-	90-93	B-	80-82	C-	70-72	D-	60-62
B+	86-89	C+	76-79	D+	66-69	F	59 or below

Assignment descriptions and grading rubrics are posted on Canvas.

c. "Incomplete" Grades

Incomplete grades are only available if there are extenuating circumstances and cannot be assigned at midterm. Please reference the [Course Catalog](#) for a full policy description.

VII. Grade Dissemination

During the semester, assignment grades will be posted on Canvas. Midterm and final grades are posted in [Self-Service](#) and are available 48 hours after final submission. See the CCS academic calendar for specific dates.

VIII. Other Course Guidelines

a. Attendance

Attendance in online classes is different from classes on campus. Online class participation is required and is not just about logging in and listening to the lecture. It is also about participating in the class and engaging with the material. Meaningful interactions in an online class can include:

1. Responding to discussion questions: This shows that you are engaging with the material and that you are thinking about it critically.
2. Completing assignments: This demonstrates that you have learned the material and that you can apply it to new situations.
3. Participating in group work: This helps you to develop your communication, teamwork, and collaborative skills.
4. Responding to activities within the online class: This shows that you are engaged with the material and that you are actively participating in the learning process.
5. Taking quizzes: This helps you to assess your understanding of the material and to identify any areas where you need additional help.
6. Synchronous meetings: If your class uses tools such as Zoom, attendance at these meetings is required and missing them may impact your grade.

By participating in these types of activities, you can make your online class attendance more meaningful and productive.

CCS Students using veterans' benefits will have attendance monitored throughout the semester for reporting purposes to the Department of Veterans Affairs (DVA).

b. Late Work

Replace this text with a description of your policy on accepting late work.

c. Extra Credit (if applicable)

Replace this text with a description of what students should expect regarding extra credit.

d. Rewrite/Project (or Process) Redevelopment (if applicable)

Click here to enter text or remove if not applicable.

e. Group Work (if applicable)

From time to time students are expected to participate in group work activities and projects. Students are expected to be dependable and contribute equally and reliably throughout these activities.

f. Professionalism

Professionalism in online classes is important for creating a positive and respectful learning environment. This includes being mindful of netiquette, such as using appropriate language and tone in online communications, as well as meeting deadlines, participating in discussions, and engaging with the course material in a respectful and thoughtful manner. For synchronous sessions, this includes logging in at the appointed time, attending in everyday attire, muting cameras and microphone until called upon, and refraining from alcohol, smoking, and vaping while attending class.

g. Expectations for an Inclusive Learning Experience

Students, faculty, and staff are all present at CCS because we are talented, strong, and creative

contributors to the learning process. We will honor and respect this in each other. Please refer to the complete statement of expectations for an inclusive learning experience in your Canvas course.

IX. Policies Pertaining to Technology and Media

a. Canvas/Learning Management System

The dissemination of course information is managed through Canvas, the learning management system; students are required to check their Canvas course site regularly as assignments, grades, and announcements will be posted. Students may be required to post to Canvas discussion boards and upload assignments for classes.

b. CCS Email

Students are required to check their CCS email regularly as this is how the department and College will communicate important information. It is also the method in which faculty will contact students individually.

X. Institutional Policies Pertaining to Student Expectations

a. CCS Policy for Assigning Credit

Each credit hour of a course represents an average of at least three hours of student work per week over a 15-week term, inclusive of in-class time.

Hence, students enrolled in a 15-week three-credit hour studio class that meets six hours per week should expect an average of at least three hours of course work outside of class each week. Students enrolled in a 15-week three-credit hour lecture class that meets three hours per week should expect an average of at least six hours of course work outside of class each week. For hybrid or online courses, an equivalent amount of work is required. Faculty may use asynchronous or synchronous learning to achieve the total contact hours.

Courses that run for shorter periods, such as 7-week courses, still require the total work normally assigned in a 15-week semester, approximately 135 hours in total.

b. Disability Access/Learning Challenges

CCS provides accommodations for students with documented learning challenges and /or physical disabilities. For more information on resources available to students with disabilities and requesting accommodations, visit:

www.collegeforcreativestudies.edu/life-at-ccs/services/students-with-disabilities/

c. Academic Integrity

College for Creative Studies adheres to the highest standards of academic integrity throughout the educational experience, in both academic writing and research and in studio work. The College condones no form of academic dishonesty, including but not limited to plagiarism, copying, cheating, and other forms of misrepresentation. Students who violate the standards of academic integrity face serious disciplinary consequences, including letters documenting the incident in their permanent record, failure of the assignment, immediate course failure, and/or dismissal from the College. Please reference the Course Catalog for a full policy description.

For resources available through the CCS Library related to Academic Integrity, visit:

<https://libguides.collegeforcreativestudies.edu/integrity>

d. Deletion/Destruction of Student Work

The deletion or destruction of digital files, another student's artwork, or College property will result in serious disciplinary consequences. Please reference the Course Catalog for a full policy description.

e. Freedom of Expression

The mission of the College for Creative Studies asserts that we embrace excellence, ethical action, and social responsibility in all aspects in the practice of art, design, and scholarship. To adequately support this mission, CCS must preserve freedom of expression in all its forms. Freedom of expression is essential to basic human dignity. It ensures that members of the CCS community (students, faculty, staff and guests invited by the College) are at liberty to develop their creative abilities to the fullest extent.

CCS supports the rights of its community members to research and create using all forms of expression. It supports the right to express one's views publicly as well as privately at venues and in activities both on and off campus.

The CCS community recognizes that creative expression by its very nature may be provocative. To encourage healthy debate, members of the CCS community and guests must demonstrate respect for the right of others to express views which they find disagreeable or offensive. Likewise, members of the CCS community must be sensitive to the various audiences who may encounter their work.

That being said, CCS also notes that this freedom is not absolute. In certain circumstances, the institution may restrict expression, for example, that violates the law, is harassing or defamatory, invades substantial privacy or confidentiality interests, or does not meet curatorial standards. Moreover, the institution may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the College.

For a list of CCS policies, visit: <https://campus.collegeforcreativestudies.edu/policy/>

XI. Health and Safety Policies

Workspace: It is strongly recommended that students in online programs create a dedicated space for learning with a strong internet connection. US guidelines for setting up an ergonomically safe computer workstation can be found [here](#). The workspace should be well-lit, quiet, and comfortable; free from distractions and conducive to learning. Ensure all necessary materials, such as textbooks and notebooks are within reach.

Schedule: Building a routine will help with time-management and reduce stress. Set aside specific times each day/week for studying and stick to that schedule. Doing so will build consistency and discipline, which are crucial for success in online courses. It is crucial to prioritize self-care and take regular breaks, and screen breaks.

XII. Department Policies

Enter department-specific policies

XIII. 10 Tips for Success in Your Online Classes

In addition to the above, here are some other tips for making your online class attendance more meaningful:

1. Set aside a specific time and place to study. Create a dedicated study space in your home where you can focus on your coursework.
2. Establish a routine: Set a schedule for your online classes and stick to it. This will help you stay organized and avoid procrastination.

3. Create a schedule and stick to it: Make a schedule and stick to it. This will help you to stay on track and make sure that you are completing all of the required assignments.
4. Participate actively: Participate in online discussions regularly and contribute thoughtful and insightful comments.
5. Communicate regularly: Communicate with your instructor if you have any questions or concerns. They are there to help you succeed in the class.
6. Manage your time effectively: Create a schedule and stick to it, and set aside specific times each day to work on your coursework.
7. Take breaks: Take regular breaks to avoid burnout and maintain your focus.
8. Get organized: Keep track of your assignments, due dates, and important dates. This will help you to stay on track and avoid missing deadlines.
9. Seek help when needed: Don't hesitate to ask for help if you are struggling with the material or with the online format. There are many resources available to you, such as your instructor, your classmates, and online tutoring services.
10. Plan for technology issues: Have a backup plan in case you experience technical difficulties during class time. This can include having a backup device or internet connection.

XIV. Student Services Contact Information

Academic Advising and Registration Office: 313-664-7672

Center for Tutoring and Writing: 313-664-7860

Wellness and Counseling Services: 313-664-7852

Financial Aid: 313-664-7495

International Student Services Office: 313-664-7448

Mentoring: (*input Program Manager number*)

Office of Partnerships: 313-664-7690

Wayne State University Campus Health Center: 313-577-5041

Student Advocate: 313-664-7676

For a list of offices and services, visit <https://campus.collegeforcreativestudies.edu/>.

Student Support

TELUS Health Student Support – 24/7 crisis and counseling support-1-866-743-7732

(Outside of America dial 001-416-380-6578)