**Course Number: Course Title A picture containing bird, flower

Description automatically generated**

Department Name

Term: Click here to enter text.

Class Meeting Days: Click here to enter text.

Class Meeting Hours: Click here to enter text.

Class Location: Click here to enter text.

Credits: Click here to enter text.

[Instructional](https://campus.collegeforcreativestudies.edu/policy/instructional-methods/) Method: Click here to enter text.

Instructor: Click here to enter text.

Office Location: Click here to enter text.

Phone/Days and Hours Available: Click here to enter text.

Email – response provided within 24 hours: Click here to enter text.

Office Hours/Days and Hours Available/Link or Location: Click here to enter text.

**THIS SYLLABUS IS POSTED ON CANVAS**

**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.**

1. **Course Catalog Description**

Click here to enter text.

1. **Course Prerequisites**

Click here to enter text.

1. **Detailed Description**

Click here to enter text.

1. **Course Learning Outcomes**

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

Click here to enter text.

1. **Required Texts/Materials/Supplies**

Click here to enter text.

1. **Recommended Texts/Materials/Supplies**

Click here to enter text.

1. **Technology/Software/Online Platforms**

Click here to enter text.

1. **Tutorial Sites for Technology/Software/Online Platforms**

Click here to enter text.

1. **Important Dates to Remember**

Click here to enter text.

1. **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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Week | Date(s) | Topics Covered | Outside of Class Preparation Due Today | Assignment or Deliverables for Next Week |
| 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**

1. **Basis for Final Grade**
2. Assessments/Weighting

Click here to enter text.

1. 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.

1. “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.

1. **Grade Dissemination**

During the semester, assignment grades will be posted on Canvas. Midterm and final grades are posted in [Self-Service](https://selfservice.collegeforcreativestudies.edu:8443/Student/Account/Login?ReturnUrl=%2fStudent%2f) and are available 48 hours after final submission. See the CCS academic calendar for specific dates.

1. **Other Course Guidelines**
2. Attendance

Regular class attendance is essential for learning and academic success. Students are expected to attend all class meetings, on time and for the full duration, and be prepared to work on that day’s assignment. Faculty are responsible for establishing an attendance policy for each of their classes and for outlining that policy on the course syllabus. Students are responsible for knowing the attendance policy for their class and adhering to those requirements. Exceptions to an instructor’s attendance policy should be discussed with that instructor.

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

1. Late Work

Click here to enter text.

1. Extra Credit (if applicable)

Click here to enter text.

1. Rewrite/Project (or Process) Redevelopment

Click here to enter text.

1. Group Work (if applicable)

Click here to enter text.

1. Participation Expectation

Click here to enter text.

1. **Policies Pertaining to Technology and Media**
2. 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.

1. 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.

1. Professionalism

Cell phones must be turned off or set to vibrate during class time. Email, text messaging, and social networks may not be accessed during in-person or online class time without the express permission of the instructor.

1. **Institutional Policies Pertaining to Student Expectations**
2. CCS Policy for Assigning Credit

Each credit hour of a course represents an average of at least three hours of student work per week, 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. Courses that run for shorter periods, such as the summer semester, still require the work normally assigned in a 15-week semester, approximately 135 hours in total. Please reference the Course Catalog for a full policy description.

1. Policies Pertaining to Remote Learning

Students are expected to conduct themselves in a professional manner via zoom or any other online platform. This includes attending synchronous or zoom classes 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. Students will be responsible for using a range of digital applications, drives, and the learning management system for classwork, homework, and assignment collection. Students should be prepared to submit assignments through digital drives, and label and submit all work according to the faculty’s instructions.

1. Disability Access/Learning Challenges

CCS provides accommodations for students with documented learning challenges and /or physical disabilities. Please reference the Course Catalog for a full policy description.

1. 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.

1. 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.

1. 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.

1. **Health and Safety Policies**

Students must adhere to all classroom, studio, shop and College safety policies and procedures. [Policies](https://campus.collegeforcreativestudies.edu/policy/) and procedures, and tool use instructions can be found on the campus offices site. Students can also contact their instructor, Department Chair, or studio technician for information about safety policies and procedures.

If a student is pregnant, planning on getting pregnant, or has a pre-existing or chronic health condition, it is the student’s responsibility to seek permission from their doctor before using required course materials or working in studios or shops where there are processes or materials that might compromise their health. Students should contact their instructor if they have questions or need to provide Safety Data Sheets to their health care provider.

1. **Department Policies**

Click here to enter text.

1. **Student Services Contact Information**

Academic Advising and Registration Office: 313-664-7672

Career Development: 313-664-7878

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)*

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

Student Advocate: 313-664-7676

Student Support  
My Student Support Program (MySSP) – 24/7 crisis and counseling support-1-866-743-7332  
(Outside of America dial 001-416-380-6578)