

**SYLLABUS**

**Department:** Precollege & Continuing Studies Department

**Course Title:** Enter text here.

**Course Code & Section #:** Enter text here.

**Credits:** NA

**Semester & Year:** Enter text here.

**Meeting Days/Times:** Enter text here.

**Location/Room #:** Enter text here.

**Instructor:** Enter text here.

**Phone:**  313-664-7456

**Email:** pcs@collegeforcreativestudies.edu

**NOTE: Delete all instructions in red upon completion / before printing and saving this syllabus. In addition:**

* If you edit this in Google Docs, please send us an email to confirm you have finished editing.
* If you edit this outside of Google Docs, for example in Word, please save your new version as either a Word document or a PDF file with a new file name <coursename\_teachername\_semester\_year>. Then email us your newly saved version.
* All syllabi should be submitted to us by the deadline set in the request email.
* The section on Health and Safety, below, may not be applicable to all courses. However, **ANY** class that uses markers, paints, solvents, machinery of any kind or any other materials/equipment that could be potentially harmful must have a detailed and clearly explained Health and Safety section. Please add or delete material from this section, as appropriate.

**Course Description**

The course description is what appears in the college catalog / on the link provided in the email / at ccsclasses.com.

**Detailed Description**

 The detailed description provides further information on the course content and can be written by the instructor or the PCS Director. It is a good place to explain class projects specific to this particular semester.

**Course Schedule/Outline/Calendar of Events**Provide students with a tentative projected outline of significant events that occur throughout each week’s meeting, including assignments, projects, etc.

*Example:*

***Week 1- [Date]***

***Lesson(s):*** *Enter Text Here.*

***Project(s):*** *Enter Text Here.*

***Week 2 - [Date]***

***Lesson(s):*** *Enter Text Here.*

***Project(s):*** *Enter Text Here.*

***Week 3 - [Date]***

***Lesson(s):*** *Enter Text Here.*

***Project(s):*** *Enter Text Here.*

***Etc. continue until you have completed the number of weeks of your particular class.***

**Learning Outcomes**

Learning outcomes reflect what a student will be able to demonstrate or produce at the end of a course. They should be tied to Course Evaluation at the end of semester. Begin each outcome with an action verb such as “recite,” “present,” “contribute,” “conceive,” “formulate,” “build,” “construct,” “create.” Avoid words like “understand,” since they are not measurable.

After completing this course, students are expected to be able to:

* At least 5 Outcomes should be listed here in the bulleted list
* Enter text here.
* Enter text here.
* Enter text here.
* Enter text here.
* Enter text here.

**Required/Recommended Textbooks and Websites**

List books alphabetically as such:

Last Name, First Name, Title of Book (City, State Published: Publisher, Date Published)

ISBN, Price

List online articles as such:

Last Name, First Name, “Title of Article,” Publisher, http://www.websiteaddress.com (accessed date, year).

**Supplemental Textbooks and Websites:**

Enter text here.

**Materials and Supplies**

Enter text here.

**ASSESSMENT**

**Grading Scale: Certificate sections Grading Scale: Non-certificate sections**

A 94-100 C 73-75 P Pass 73-100

A- 90-93 C- 70-72 F Fail 0-72

B+ 86-89 D+ 66-69 NG No Grade Has not proven learning

B 83-85 D 63-65

B- 80-82 D- 60-62

C+ 76-79 F 59 or below

* *No student is eligible to earn an “Incomplete” for this course.*
* Certificate Program students earn letter grades; a C (73) or better is required to advance.
* Attendance, tardiness and class participation will be taken into account.
* Doing more than is expected is always a good thing.
* Late assignments are downgraded one full grade for each class session they are past due.
* Assignments may be improved and resubmitted for a revised grade only if the original deadline was met. Do not miss class. Do not be late. You will fall behind quickly!
* If you cannot attend, please call beforehand. Refer to the *CCS Attendance Policy* listed below for the impact on your grade.
* Student grades are reported via WebAdvisor and Transcripts can be requested through the Office of Academic Advising and Registration on Blackboard.

**Grade Weighting**

Final grades should be cumulative. Every assignment, quiz, presentation, or critique session listed in the course schedule should be graded and posted on Blackboard. List here your categories for weighting. Attendance should not be included.

For example:

Five assignments = 50%

Two exams = 25 %

Final presentation = 25%

**DEPARTMENT POLICIES**

**Continuing Education: Non-Credit Courses**

Students attending a non-credit section of a course will receive P(ass), F(ail), or NG(No Grade) grade. Students who successfully complete coursework will earn a P grade. Students who miss 1/3 of scheduled classes will earn a NG, unless special arrangements are made with individual instructors. Students who do not attend and do not officially drop the course before the second class meeting; or who attend fewer than four (4) classes; or who attend, but do not complete coursework satisfactorily will receive an F grade. Grades posted by instructors are final.

**Certificate Program Courses**

Any course code that ends with “AC” is a Certificate-level course. e.g. AVIS 101 AC.

Students who require Certificate credit for coursework must be enrolled in the AC section of the course prior to the 4th class meeting. Students enrolled in the AC section will receive a letter grade. Courses completed by the student with a grade of C or better will satisfy the Certificate completion requirements. Those students who earn a grade lower than a C must re-take the course in order for it to satisfy the Certificate completion requirements. Students are allowed to make three (3) attempts at completing the certificate course satisfactorily. Certificate students are granted three years within which to satisfy all the Certificate program completion requirements.

**INSTITUTIONAL POLICIES**

**Attendance Policy**

Each meeting of a class is considered a session. Attendance is taken at the beginning of each class session. Students arriving 5 to 20 minutes late for any class session are considered tardy. Three tardies equal one unexcused absence. Arriving more than 20 minutes late or missing an entire class session is considered an absence. This applies to all classes, regardless of class length, whether they are a 1.5 hour, 3 hour or 6 hour session. Students who do not return to class after break or who leave early without instructor permission may be counted absent. Three unexcused absences may result in the reduction of one whole grade from the earned grade. Four unexcused absences may equal failure in the course. An absence may be excused if there is a medical reason, family emergency or extenuating circumstances beyond the student’s control. Students seeking an excused absence may take their documentation to the Instructor and Continuing Education Office. The office will send a written notice to the student’s instructor(s) and department administrator notifying them that the documentation is on file. The final determination of whether an absence(s) will be excused is left to the discretion of the student's instructor(s).

**Learning Challenges**

If you have a learning challenge, it may be in your best interest to communicate this to your instructor and seek assistance from the Student Success Center in the Kresge-Ford Building (313.664.7680). We want you to succeed, and our ability to offer you the best education will be enhanced if you are receiving the appropriate assistance. **CCS provides accommodations for students with documented learning challenges.** All students are encouraged to disclose learning challenges that they feel may affect their academic work to their instructors, before their first academic assignment. Retroactive accommodations may not be made for students disclosing after an assignment and/or exam.

Assistance for students with physical disabilities is provided through the Office of Student Life. Students with a physical and/or learning disability must provide the College with documentation of their disability before any accommodations can be provided.

**Blackboard and CCS email**

Course syllabus, projects, important documents are posted on Blackboard. All online communication is made through CCS email. You are solely responsible to use these, stay on top of class communication, project specifications and deadlines. Failure to do so only hurts you and your grade.

**Academic Honesty (Plagiarism)**

Plagiarism and cheating are serious offenses that erode the academic environment. The College condones no form of plagiarism—defined as the use of another’s words, ideas, visual or verbal material as one’s own without proper permission or citation. Students should make sure they have a clear understanding of this important issue and how it applies to both Liberal Arts and studio classes. Students who violate the standards of academic honesty face serious disciplinary consequences, including letters documenting the incident in their permanent record, immediate course failure and/or dismissal from the College.

**Deletion/Destruction of Student Work**

The deletion or destruction of digital files, another student’s artwork or college property is considered a serious offense. All students must refrain from altering work that does not belong to them, regardless of the date the piece was created or location. Students who violate this policy face serious disciplinary consequences.

**HEALTH AND SAFETY**

Please use caution with the following systems and materials and see the expanded health and safety information posted on Blackboard. All students should exercise due care and be conscious of the health risks involved in handling materials and equipment required in Design courses. If the student is pregnant, planning on getting pregnant, or have a pre-existing or chronic health problem, the student should get a list of all required materials used in the class and get a doctor’s approval before proceeding with the class. In general, art materials can be used safely and effectively in classes if reasonable caution is exercised and safety guidelines are followed. Carefully read all labels and follow the directions and safety guidelines on all materials that Institute Certification.” If students ever have any skin or breathing discomfort when using any art material, stop at once, and notify the instructor.

**Model shop tools and materials**

Before using power tools or hand cutting tools (like chisels), students should make sure they are familiar with and trained on the equipment. If students are not, ask the instructor for a demonstration and/or help. It takes only a split second to become injured and or injures others.

Do not talk to or distract a person using power tools.

Do not wear rings or any other jewelry when using power tools.

Do not have loose clothing on when using power tools.

Make sure long hair is not hanging down into the work.

Wear eye protection and hearing protection.

Wear a dust mask when using tools that produce dust.

Wear sturdy footwear. Leather work shoes or boots are recommended.

Urethane foam should be worked only when using a dust mask.

Body fillers and paints should be used only with gloves and respirators along with proper ventilation. Purchase a good cartridge type respirator appropriate for the chemicals being used and wear it when using these materials.

**Solvents**

The term ”solvent” is applied to many different liquids to dilute paints, inks, marking pens, adhesives, aerosol sprays, and the like. All common solvents are narcotics at some level of exposure. Glue sniffers have proven that they can get high –even die –from inhaling vapors from any solvent-containing product, including glue, gasoline, or spray paints. Even abuse of correction fluid killed three people in 1985! There are no safe solvents. All solvents, natural or synthetic, are toxic. Exposure may occur either by skin contact with the liquid or by inhalation of the vapors they emit into the air. Solvents also can damage the skin, eyes, respiratory tract, nervous system, and internal organs such as the liver and kidneys. These kind of dangers can be acute, from single heavy exposures, or chronic, from repeated low dose exposures over months or years. In addition, some solvents can cause specific diseases such as cancer. Spray Mount is a common solvent. The fumes from spray mount can be very toxic. Avoid using spray adhesives whenever possible. Always work in a well-ventilated area. Whenever airborne materials such as spray fixatives or spray adhesives are used, use the spray booth. Please read all safety and cautionary statements on the labels before using the spray mount.

**X-Acto Knives**

X-acto knives are a common tool used daily by the graphic designer. These knives are very sharp and should always be handled with extreme care. Always use a sharp blade and never force the blade or knife; repeated light cuts will do the job. Work on a proper cutting surface and use a non-slip, metal straight edge such as the cork back ruler. Pay close attention to the position and location of the hands as the cutting begins.

**DEPARTMENT POLICIES**

**Registration**

Participants in CE classes must be registered prior to attending a class. Students must register
no later than one week prior to the first session of the class of your choice. Full payment of course tuition and materials is required at the time of registration.

**Refunds**

Enrolled students seeking to withdraw from a course must do so prior to the second class session in order to receive a refund. To officially withdraw, students must call the CE office at 313-664-1530 and notify the staff of their wishes. If you stop attending, but do not call prior to the second class session to officially withdraw from a course, no refund will be issued.