

Model Syllabus

This is an example of a syllabus, which meets New York State Education Guidelines. It represents a contract between you and your students and reflects the care and time you expect them to take with their assignments.

Syllabus Content:

1. College name and address:
2. Semester: e.g. Spring 2011
3. Title of Course and Section: e.g. Syllabus for the International Crime & Justice Program ICJ 701 Section 01
4. Name of the lecturer:
5. Classroom:
6. Office/Room No:
7. Office Hours: (Specify appointment and/or walk-in)
8. Professor Phone and email address:
9. Textbooks: (please include the ISBN number – present this information in APA format if possible).
10. Course Description:
11. Learning Objectives:
 - (a) Knowledge performance objectives for this course: (What knowledge will the student be expected to acquire and what conceptual and applied skills will be learned in this course?)
12. Policies on attendance, lateness, quizzes, and classroom behavior:
13. Include a section on computation of grades for this course:
 - i. How is the final grade computed?
 - ii. How many assignments are required?
14. Statement of College's Policy on Plagiarism:

Plagiarism is the act of presenting another person's ideas, research or writings as your own. The following are some examples of plagiarism, but by no means is it an exhaustive list:

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source
- Presenting another person's ideas or theories in your own words without acknowledging the source
- Using information that is not common knowledge without acknowledging the source
- Failing to acknowledge collaborators on homework and laboratory assignments

Internet plagiarism includes submitting downloaded term papers or part of term papers, paraphrasing or copying information from the Internet without citing the source, and "cutting and pasting" from various sources without proper attribution.

(From the John Jay College of Criminal Justice Graduate Bulletin, p. 89)

Students who are unsure how and when to provide documentation are advised to consult with their instructors. The Library has free guides designed to help students with problems of documentation.

15. Course outline on a weekly basis. Include the Final exam date.