

CEIT Syllabus

A syllabus is our contract with the students. It is the document that ensures that students understand the requirements of the course – including basic information about the assignments, the way they will be evaluated and/or graded on the assignments, attendance recommendations, professional expectations, and Academic Integrity expectations and issues surrounding disabilities support. If a student grieves a grade, the syllabus is the primary document we use to determine if the student's grievance has merit. Thus, the syllabus is one of the most important documents associated with our work as instructors.

Please ensure that you follow the guidelines for syllabi as indicated by NYSED, the CBA, and your department. These are well-summarized by LIU (see www.liu.edu/academic-affairs/program-development-accreditation).

Needless to say, your syllabus can be much more expansive.

In addition, please ensure that the only instructor email address that is shared with students/candidates is the instructor's LIU email. In addition, the CEIT Email policy, the LIU Post Incomplete Policy, the Academic Integrity Statement, and the Disability Support Statement should be included on all syllabi. I have included some suggested language here.

CEIT Email Policy

Campus-based email addresses (i.e., <username>@liu.edu; <username.>@my.liu.edu) are the CEIT-accepted addresses for all CEIT communication, including communication between faculty and students related to all courses and communication between the Dean's Office and faculty, students, and staff.

Faculty, staff, and students will use only LIU email addresses for all LIU (including CEIT) email communication. All emails to students, faculty, and staff are sent to their campus-based email addresses. CEIT communication received from non-campus based email may not receive prompt attention nor will such communication be considered "official." This is consistent with federal regulations embedded in FERPA

Incomplete Policy (with suggestions re attendance policy and its impact on grades)

1. Remind students of the LIU Post's Incomplete Policy:

As described in the LIU Incomplete Grade Agreement, an Incomplete grade is assigned "when, due to extenuating circumstances, a student needs additional time to complete a course."

Thus, students must submit a written request – with appropriate documentation (e.g., doctor's note – to the appropriate faculty member, chairperson, and dean for the Incomplete. If the request is approved, the professor will assign the Incomplete grade as per the policies of LIU Post.

2. Articulate an attendance policy and its impact on grades: For example,

Classes meeting *once a week*, you might say "Regular class attendance is expected. If you miss 2 or more class sessions for any reason, you will earn an F in the class."

Classes meeting *two or three times/week*, you might say "Regular class attendance is expected. If you miss 4 or more class sessions for any reason, you will earn an F in the class."

Academic Integrity:

Academic integrity is vital to student learning and growth. Violations of academic integrity include plagiarism, cheating, and other similar actions. Students who work do not fulfill the expectations of academic integrity may have sanctions imposed. Please see the student handbook, <http://www.liu.net.edu/CWPost/StudentLife/Services/Student-Conduct>. The handbook outlines academic integrity as well as possible sanctions and the appeal process.

Disabilities Support Statement:

As per the LIU Post catalogue, students with disabilities who desire accommodations must submit appropriate documentation of their disability to the office of Disability Support Services (DSS) located in the Learning Support Center. Professional staff will review & evaluate this documentation, interview the student, & provide the student with completed Accommodations Forms for presentation to the teaching faculty. Campus departments will be notified, as necessary, of the need for additional accommodations noted in the student's documentation. Accommodations Forms must be obtained each semester, before the semester begins. DSS files are confidential. Accommodations cannot be given to students unless the appropriate document is given to the professor.