Columbia College Chicago Syllabus Template

Information that must be included in LMS (Canvas) as a document or included in the course site

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| **Syllabus Entry** | **Guidelines** |
| Columbia College Chicago & Address | *600 S Michigan Avenue, Chicago, IL 60605* |
| Current Term |  |
| Department |  |
| Course number, title, section, & credits | Be sure that these match the course catalog and course schedule |
| Class day and time, room / location |  |
| Add/Drop and Withdraw dates | * Please see the Registrar website for a complete listing of add, drop, and withdrawal deadlines particular to the session in which your course is taught: <http://students.colum.edu/registrar/Registration/registration-dates.php> * Clearly list the session/subsession in which your course appears on the syllabus. |
| Course description & prerequisites | Be sure that these match the course catalog: <http://catalog.colum.edu/> |
| Instructor’s name |  |
| Office phone and department location |  |
| Office hours | Times and locations, you are available outside of class |
| E-mail address |  |
| Department phone and location |  |
| Instructional Resource Fees | Include the fee(s) for courses in your department. |
| Required texts | Include author, title, and edition. State where the text may be  purchased if not available through the College bookstore. |
| Supplies/materials | Include specifications and sources |
| Learning Objectives | * Must match learning outcomes from course approval process * Must be the same for all sections of a multi-section course. * Must reflect the level of the course. * Must correspond, when appropriate to the professional standards of the discipline. * *Note*: Learning objectives serve as the point of departure for assessment procedures. |
| Course Policies | * Provide overall structure and expectations for course * Include grading scale and relative weight of assignments. * Include department/program attendance policy (provided by department) * Describe policy on late work, incompletes, and make-up. * Highlight Student Course Evaluations, weeks 12-14. |
| Statement on Academic Integrity | See the undergraduate catalog for this policy: <http://catalog.colum.edu/content.php?catoid=15&navoid=4529> |
| Undergraduate Academic Policies | All Columbia College Chicago undergraduate academic policies are available in the catalog: <http://catalog.colum.edu/content.php?catoid=15&navoid=4531> |
| Students with Disabilities Statement | Columbia College Chicago seeks to maintain a supportive academic environment for students with disabilities. Students seeking accommodations for a disability must register with the Services for Students with Disabilities (SSD) office.  Once registered, a Columbia College Chicago accommodation letter will be provided to the student each semester. Students are encouraged to present their current accommodation letters to each instructor at the beginning of the semester so that accommodations can be arranged in a timely manner by the College, the department, or the faculty member, as appropriate. Accommodations begin at the time the letter is presented. Students with disabilities who do not have accommodation letters should visit the SSD office, Room 311 of the 623 S. Wabash building, call 312-369-8296, email [SSD@colum.edu](mailto:SSD@colum.edu) or visit colum.edu/ssd. |
| Mandatory Attendance Policy Statement: for undergraduate syllabi only | Students are required to attend class regularly. Failure to attend class in the first two weeks of the term will negatively impact financial aid. If your professor reports that you failed to attend and participate in class during the add/drop period, a grade of NS (no-show) will be entered on your record for the course. Please note, you will still be charged tuition and fees for any course for which you receive a NS grade. For more information on non-attendance please visit the Student Financial Services website https://www.colum.edu/student-financial-services/index.html |
| Academic Progress Report Statement: for undergraduate syllabi only | During week 6 of fall and spring terms, Columbia College Chicago measures the academic progress of all undergraduate students. The academic progress report is meant to provide a sense of your performance at this point in time. For each course in which you are enrolled, your instructor will assign you one of the following academic progress reports:   * *Exceeds basic expectations:* Demonstrating performance at a very high level in the course, typically shown as consistent attendance, earning high grades on assignments and displaying a deep engagement with course content. * *Meets basic expectations:* Demonstrating behavior proven to produce success in college, such as consistent attendance, class participation, and on-time completion of assignments. * *Does not meet basic expectations:* Demonstrating behaviors known to put students at risk for failure, such as excessive absences, lack of class participation, and missed or incomplete assignments.   While the academic progress report is not a final grade and will not affect your grade point average, it is a valuable indicator of your performance in the course to date. Columbia College Chicago is committed to your success, and this process is important to understand your progress towards that success. If you are not meeting basic expectations, you will receive this progress report via email and you are strongly encouraged to discuss course expectations with your instructor(s). |
| Counseling Services Statement | **Counseling Services:**  731 S. Plymouth Court, suite 112  312.369.8700 counselingservices@colum.edu  Services are designed to help students increase self-awareness and address mental health concerns with the goal of empowering students to manage challenging areas in their lives. All counseling services staff follow professional standards of confidentiality. Information discussed within a counseling relationship is not disclosed without written permission of the individual. Counseling Services are provided free of charge. The most utilized services include individual sessions, group sessions, and linkage to community services. A Columbia College student in a relationship with another Columbia College student, can also receive couple sessions. All currently enrolled students are eligible to receive 12 individual sessions per academic year.  Group sessions are unlimited. |
| College Advising Statement | **College Advising Center**  **623 S. Wabash, Suite 300**  **312-369-7645 /** [**collegeadvising@colum.edu**](mailto:collegeadvising@colum.edu)  The College Advising Center assists undergraduate students with all transitional issues as they navigate their entire college experience. Academic Advisors in the College Advising Center guide students in creating and implementing an educational and professional plan as they progress from orientation toward graduation. As students take responsibility for their academic and career goals, they should meet with their academic advisor on a regular basis. Students at Columbia are expected to meet with their academic advisor at least once a semester during their first year, and once an academic year until graduation. Students can make an appointment through Oasis (using the “Make Appointments” tab) or by contacting the College Advising Center. |
| The Career Center | The Career Center  618 S. Michigan Avenue, First Floor Chicago, IL 60605  312.369.7280  [careercenter@colum.edu](mailto:careercenter@colum.edu)  The Career Center develops programs and services to provide Columbia College Chicago students with self-knowledge, experience and connections to industry in order to develop career confidence, enhance their employability and pursue meaningful career-related experiences. <https://students.colum.edu/career-center/index.php> |
| The Learning Studio Statement | **The Learning Studio:**  **33 E. Congress, first floor**  **312.369.8130 www.colum.edu/learningstudio**  The Learning Studio is an excellent resource for academic progress and success for all students at any level. The Learning Studio provides tutoring in several disciplines including science, mathematics, accounting, foreign languages, and writing. Supplemental instruction is also provided for some specific courses. Students are encouraged to visit the Learning Studio for additional academic support and assistance. |
| Library Statement | The Library serves students with resources and support for research, study, collaboration, fun, and information in all formats—books, ebooks, articles, primary sources, images, film, music, space, programs, technology, and equipment. Our specialized materials and services focus on what students need and want—open computers, textbook reserves, study rooms, collaborative technology, equipment checkout (cameras, camcorders, projectors) and research assistance by chat, text, email, phone, or in-person. For more, see the website <http://library.colum.edu/>or drop by the Library (624 S. Michigan). |
| Student Government Association  Statement | The Student Government Association (SGA) of Columbia College Chicago represents the student voice and strives to construct a better union within the Columbia Community. SGA serves as the liaison between students and administration to improve the student experience, both inside and outside of the classroom. Through leadership and strong representation, our goal is to provide students with opportunities to grow academically, artistically, and professionally.  SGA consists of an Executive Branch, Legislative Branch, and Committees of the Senate. All students currently enrolled at Columbia College Chicago are eligible to become a departmental, non-departmental senator or general member. Annual programs include Meet SGA, Chair and Dean Town Halls, Senator Forum Weeks and Let's Chat. For more information please attend weekly meetings Tuesday's from 5pm-6pm at 916 S. Wabash (The Loft), or visit [www.colum.edu/sga](http://www.colum.edu/sga). |
| Schedule for each class session | * Dates should be specific to the current semester. * Assignments and readings. * Due dates for assignments. * Dates of exams and quizzes. |
| Important Notice | *This syllabus is intended to give the student guidance in what may be covered during the semester and will be followed as closely as possible. However, instructors reserve the right in their discretion to modify, supplement, and make changes as course needs arise.* |