**Required Syllabus Information**

All syllabi required for proposals must provide the following information:

1. Course Content and Organization: A brief listing of the course content by topic(s) and subtopic(s) in outline form for the full 15-week semester, including approximate amount of time spent on each topic. If appropriate, include a brief paragraph describing proposed course organization (e.g., lecture, laboratory, recitation, different expectations for graduate and undergraduate students in the same class).
2. Expected Learning Outcomes: A statement of the key or critical course specific learning outcomes in words that indicate what the students will learn and be able to demonstrate after this course. For help in writing them see the Office of Assessment website: <http://www.hunter.cuny.edu/academicassessment/HowTo/AssessMyCourse/IdentifyCLOs>. **NOTE:** The syllabus for courses being proposed for the Core Requirement must reflect the CUNY Learning Outcomes found in the CUNY Common Core Forms, see: <http://www.hunter.cuny.edu/senate/curriculum-review-and-approval-1/course-submission-forms>. Learning outcomes should be linked with relevant assessments.
3. Method of Evaluation: Type of examination, term paper(s), project(s), etc. Please indicate if the course is C/NC only. It is expected that some kind of formative assessment will be conducted early in the term so that student learning issues can be identified early and help can be provided. Please note that participation can be factored into the grade, but not attendance.
4. Required Readings: A list of required texts and/or readings in standard bibliographical format, including place and year of publication.
5. Recommended Readings (optional): A listing of readings, indicating the scope of the course, presented in standard bibliographi­cal format (not to exceed one page).
6. Academic Integrity Statement (required): “Hunter College regards acts of academic dishonesty (e.g., plagiarism, cheating on examinations, obtaining unfair advantage, and falsification of records and official documents) as serious offenses against the values of intellectual honesty. The College is committed to enforcing the CUNY Policy on Academic Integrity and will pursue cases of academic dishonesty according to the Hunter College Academic Integrity Procedures.”
7. ADA Statement (recommended): “In compliance with the ADA and with Section 504 of the Rehabilitation Act, Hunter College is committed to ensuring educational access and accommodations for all its registered students. Hunter College’s students with disabilities and medical conditions are encouraged to register with the Office of AccessABILITY for assistance and accommodation. For information and appointment contact the Office of AccessABILITY located in Room E1214 or call (212) 772-4857 /or VRS (646) 755-3129.”
8. Hunter College Policy on Sexual Misconduct (required) “In compliance with the CUNY Policy on Sexual Misconduct, Hunter College reaffirms the prohibition of any sexual misconduct, which includes sexual violence, sexual harassment, and gender-based harassment retaliation against students, employees, or visitors, as well as certain intimate relationships. Students who have experienced any form of sexual violence on or off campus (including CUNY-sponsored trips and events) are entitled to the rights outlined in the Bill of Rights for Hunter College.
   1. Sexual Violence: Students are strongly encouraged to immediately report the incident by calling 911, contacting NYPD Special Victims Division Hotline (646-610-7272) or their local police precinct, or contacting the College's Public Safety Office (212-772-4444).
   2. All Other Forms of Sexual Misconduct: Students are also encouraged to contact the College's Title IX Campus Coordinator, Dean John Rose (jtrose@hunter.cuny.edu or 212-650-3262) or Colleen Barry (colleen.barry@hunter.cuny.edu or 212-772-4534) and seek complimentary services through the Counseling and Wellness Services Office, Hunter East 1123.

CUNY Policy on Sexual Misconduct Link: <http://www.cuny.edu/about/administration/offices/la/Policy-on-Sexual-Misconduct-12-1-14-with-links.pdf>”

*Updated February 1, 2017*