

**Maritime College Engineering Department
Administrative Policy**

Title: Course Supervisors and Course Syllabi

No. 14-01

Date: 09.10.2014

**** Approved by the Engineering Department Faculty September 10, 2014 ****

To ensure the consistency of instruction in courses with multiple course-sections, each course will have an assigned Course Supervisor for that semester. In addition, every course will have, at a minimum, an Institutional Syllabus, a Course Syllabus and a detailed Course Outline.

1. Course Supervisor.

- a. The Curriculum Leader* will assign a Course Supervisor for each course, every semester. In the case of a multiple-section course, this will usually be the most senior faculty member teaching that course.
- b. The Course Supervisor's duties and responsibilities:
 - i. In consultation with the other course-instructors, the Course Supervisor will select the textbook for the course. In cases where there is not a consensus on which textbook is to be used, the Curriculum Leader will make the final decision. There will be a common textbook for all sections of a course.
 - ii. In consultation with the other course-instructors, the Course Supervisor will develop the Institutional Syllabus for the course (see section 2).
 - iii. The Course Supervisor will ensure that the Student Learning Objectives and Course Assessments for the course meet the standards set forth for that course. At the end of the semester, the Course Supervisor will report out the results for that course to the Curriculum Leader.

2. Course Syllabi.

- a. Every course will have an Institutional Syllabus that is common to every section of that course.
- b. The template for the approved Institutional Syllabus is attached.
- c. At the start of the semester:
 - i. The Course Supervisor will send an electronic copy of the Institutional Syllabus to the Engineering Department.
 - ii. Every instructor will send an electronic copy of their Course Syllabus and Course Outline to the Engineering Department.

* Curriculum Leaders are appointed by the Department Chair and are faculty leaders from each of the Major Programs and the Engineering Core, and the Vice Chair

**INSTITUTIONAL SYLLABUS - <COURSE NUMBER & NAME>
<SEMESTER & YEAR>**

A. COURSE DESCRIPTION

<Cut-and-paste directly from Banner>

Prerequisite(s):

Corequisite(s):

Follow-On Courses: <course(s) for which this course is a prerequisite or corequisite>

Role in Curriculum: <foundation course, Gen Ed course, major course, etc.>

B. TEXT(S)

a) Required Text(s):

1. <include: Title, Edition, Author(s) and ISBN>

i. <Availability: Library, online, e-Book, etc.>

b) Supplemental Material:

1. Link to ANGEL

2. etc.

C. STUDENT LEARNING OBJECTIVES

a) Course Objectives

Upon successful completion of <course number>, the student will:

1. Be able to ...

2. Know and apply ...

3. etc.

b) <ABET, STCW, Gen Ed, etc.> Objectives

This course seeks to satisfy

1. <criteria 1>

2. <criteria 2>

3. etc.

D. COURSE ASSESSMENTS

a) Assessments in the Class

I. <measure 1>

II. <measure 2>

III. etc.

b) External Assessments

1. Performance in follow-on course(s)
2. <measure 2>
3. etc.

E. ACCOMMODATIONS FOR STUDENTS WITH LEARNING DISABILITIES

Students with a documented disability and seeking to utilize services should contact William J. Imbriale, Associate Dean of Student Affairs at wimbriale@sunymaritime.edu or by visiting Student Affairs on the first floor of Baylis Hall. All academic accommodations are assessed and provided on an individual basis and must be grounded in documentation. Accommodations will be made during the academic year for KUP's (knowledge, understanding, and proficiency) tested as part of a written exam. No accommodations will be made for practical assessments outlined in the STCW guidelines. All student disability information is confidential. Students must meet with Accommodation Services EACH SEMESTER in which they wish to receive accommodations. Faculty cannot provide accommodations without official notification from Accommodation Services (Student Affairs).

F. ACADEMIC INTEGRITY POLICY

In keeping with the spirit and mission of the Maritime College, academic integrity and honesty are expected of all students. Breaches of academic integrity will not be tolerated. This includes but is not limited to, cheating, plagiarism, and receiving unauthorized assistance on assignments.

A student who violates academic integrity may, depending on the nature of the offense, be subject to one or more of the following measures: failure of the assignment or examination, failure of the course, dismissal from the Regiment of Cadets, or dismissal from the College. Violations of academic integrity, also known as academic dishonesty, are subject to review by the Judicial Board. In addition to facing the Judicial Board, Regimental Students may be brought before a Captain's Mast and/or a Suitability Hearing Board if the violation has occurred on the training ship. For further information for on ship violations, see the Organization, Operation, and Regulations Manual for the Regiment of Cadets.

The first academic integrity violation may be handled and processed by the faculty member. However, the Dean of Students or Commandants of Cadets shall have concurrent jurisdiction to adjudicate any instances of academic integrity. Thus, all integrity offenses can be grounds for dismissal or other action initiated by the Dean of Students or Commandants of Cadets.

A second academic integrity violation may result in physical and academic removal from the College. For further information please refer to the Student Code of Conduct.

**ALL ACADEMIC INTEGRITY VIOLATIONS WILL BE REPORTED TO THE
DEAN OF STUDENTS**

**COURSE SYLLABUS - <COURSE NUMBER & NAME>
<SEMESTER & YEAR>**

A. INSTRUCTOR INFORMATION

- i. Contact Information*
- ii. Office hours*

B. CLASS MEETINGS

- i. Days and Hours*
- ii. Building and Room*

C. CLASS POLICIES

- i. All mobile phones must be kept off and away*
- ii. Attendance Policy and Absences*
 - a) Notification
 - b) Penalties
 - c) etc.
- iii. Laptops, calculators, etc.*

D. GRADING

- i. Number of quizzes, exams, papers, etc*
- ii. Weighting of quizzes, exams, papers, etc*
- iii. Make-up Policy*
- iv. Final Exam <note, this is required of every course unless permission is received from the Associate Provost/Academic Dean>*
- v. Final Grade Assignments*

COURSE OUTLINE

<Readings, homework, etc.>