

 Course Name:

Course Number:

Class Meets:

Classroom Location:

Faculty’s Name:

Faculty’s Email Address:

Faculty’s Telephone Number (optional – or use CE Office – 612-874-3765):

Faculty Biography (feel free to paste from MCAD CE website):

Course Description (please be sure that the description that appears on this syllabus matches what appears on the MCAD CE website):

Outcomes:

Methodologies:

Materials and Tools list:

Course Calendar:

Attendance: MCAD encourages high levels of attendance in classes. Full participation is essential to the successful completion of learning goals and integral to the quality of the educational experience. Attendance in classes is mandatory for students seeking credit. There are no official excused absences. Note: Students will not be penalized for absences due to religious observance. However, students must inform the faculty member at the beginning of the semester of specific dates or times of these conflicts.

Grading Policy: (Instructors: please remove this section and the next if teaching non-credit courses. If your course is eligible for credit, please specify that this only applies to students seeking credit.) Grades consider student performance of assignments listen on each course syllabus, participation in class, magnitude of improvement, attendance, level of project difficulty, timeliness of project completion, compliance with class policies, and effort/dedication.

A = Excellent work, progress far beyond expectations of effort and outcomes, full participation

B = Good work, course requirements completed, preparedness for more advanced study

C = Average work, course requirements completed, preparedness for more advanced study

D = Passing but below average work, some promise of improvement

F = Work not acceptable, or course requirements not completed

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This information is taken from the Student Handbook. You are expected to adhere to college policy.

A. THE LEARNING CENTER: The Learning Center provides interdisciplinary support for all MCAD students, including face-to-face and online tutoring, an online writing and learning lab (OWLL), small and large group workshops and in-class presentations, as well as academic accommodation services for students with disabilities. The Learning Center works with students to make them better learners and prioritizes equal access and opportunity for all students. Tutoring areas include writing, software and technical skills, time management, and study skills. For more information on the Learning Center’s Hours, instructions for how to make an appointment, and access to the MCAD OWLL, visit [learningcenter.mcad.edu](http://learningcenter.mcad.edu/) or call (612) 874-3671.

B. LETTERS OF COURSE COMPLETION: This letter is available for students who successfully complete noncredit courses in Continuing Education. The document indicates that the student attended and completed the course, but does not constitute evaluation of the student’s performance.

C. COURSE EVALUATIONS: Course evaluations are an integral part of MCAD curriculum development. Student feedback on courses is instrumental in creating a vibrant, informed, and robust learning community at MCAD. For these, and many other reasons, students are encouraged at the end of the semester to provide extensive feedback on course evaluations.

D. CELL PHONE POLICY: Cell phones should be put on mute or vibrate during class. Use of cell phones is not allowed during class. Calls can be made during breaks, as well as before or after class.

E. CREDIT HOUR DEFINITION: In lecture/discussion courses requiring outside preparation, 1 hour of credit represents 50 minutes contact time each week in class, and 2 hours of work outside of class. Therefore, a 3-credit lecture course requires 2.5 hours in class per week and approximately 6 hours outside of class.

In studio/laboratory courses, 1 hour of credit requires a minimum of 1.5 hours contact hours each week in class and approximately 1.5 hours of work outside of class. Therefore, a 3-credit studio course represents a minimum of 4.5 contact hours in class and approximately 4.5 hours of work outside of class per week.

F. ACADEMIC INTEGRITY / SCHOLASTIC DISHONESTY: Academic integrity is essential to a positive teaching and learning environment. All students enrolled in MCAD courses are expected to complete coursework responsibilities with fairness and honesty. Failure to do so by seeking unfair advantage over others or misrepresenting someone else’s work as your own can result in disciplinary action.

The MCAD Student Handbook defines academic dishonesty as follows: Submission of false records of academic achievement; cheating on assignments or examinations; altering, forging or misusing a College academic record, document or funds; taking, acquiring or using test materials without faculty permission; acting alone or in cooperation with another to falsify records to obtain grades, honors, awards or professional endorsement in a dishonest manner; plagiarizing.

+ Plagiarizing: Quoting uncited materials, visual or written; presenting the work of others as your own; using work of other MCAD students without their express permission.

+ Using the Same Work in Different Courses: Students may not submit the same work for more than one class without the knowledge and consent of all faculty.

+ Consequences for plagiarizing and double submissions may include failing the assignment or the course, or academic probation.

Within this course, a student who is responsible for scholastic dishonesty can be assigned a penalty up to an including an “F” for the course. If students have any questions regarding the expectations for a specific assignment or exam, they should consult with their professor.

Using the Same Assignment in Different Courses: Studio projects are assigned and assessed according to the specific learning objectives for each course. Occasionally students may be assigned a project in one course that shares many of the learning objectives of an assignment given in a different course. While turning in the same assignment for two courses is not encouraged, students who wish to do so are required to first notify the faculty member of each course and get permission. Faculty may assign additional requirements. Failure to notify faculty can result in failure of the assignments in both courses.

G. Accessibility and Equal Access: Persons with disabilities have a right to equal opportunity as prescribed by law. MCAD is responsible for creating a barrier-free environment while empowering students to grow toward independence and self-assertion. It is the individual student’s responsibility to make their needs known and request accommodation. First-time disclosures must be made via appointment with the Learning Center or via our Disability Disclosure Form. For more information, visit [learningcenter.mcad.edu](http://learningcenter.mcad.edu/) or call (612) 874-3671.

H. SHARING YOUR WORK: MCAD Continuing Education encourages you to share your work with us on Instagram (@mcadcontinuinged), Facebook (MCAD Continuing Education), or Twitter (@MCADContinue)! We invite you to use #mcadce when posting images on social media.