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| **CIC Syllabus Checklist** | |
| Course Headers/ Instructor Info | |
|  | ⬜ List CommonView or course web site URL, if applicable;  ⬜ List instructor e-mail address;  ⬜ When listing rooms and meeting time, identify which classroom is the lab and which the seminar room. |
| Course Description | |
|  | ⬜ Explain the abbreviation “CIC”;  ⬜ Explain that “CIC” courses are first and foremost writing courses—the class will utilize the technology available in the lab to work on active reading, writing, peer review, revision, and critical thinking as in all 100-level composition courses. Refer to page 89 in the *Faculty Resource Manual* for a sample paragraph. |
| Required Course Texts & Materials | |
|  | ⬜ *CIC Student Guide* (online or can have hard copy printed at Communications Copy Ctr.);  ⬜ Reliable method of file transfer (memory storage devices or FTP are acceptable);  ⬜ A UW email account;  ⬜ Headphones, if you plan to have students view online media in class. |
| Course Requirements | |
|  | ⬜ In-class collaborative participation. Although the course may feature online activities, it is not a distance-learning class; students will use computers to generate and submit materials in-class as part of their participation;  ⬜ Guidelines for participation in the lab classroom; *CIC Student Guide* for general policies and add your own rules (no typing while anyone is addressing the class, approved web surfing during break, etc.);  ⬜ Discussion via GoPost or email listserv outside of class;  ⬜ Electronic peer review via Word or GoPost;  ⬜ Assignments—will students be allowed to integrate images, hypertext, video, or audio into written essays or create work in these modes? |
| Assignment Submission Guidelines | |
|  | ⬜ Assignments submitted on network, Collect It, email, hard copy or combination of forms;  ⬜ What forms of assignment submission are not acceptable (email, for example)?;  ⬜ What should students do if online tools break down?;  ⬜ Style specifications—font, font size, margins;  ⬜ File format specification (Word document format, rich text format, etc.);  ⬜ Late penalties (consider that you are meeting twice weekly, instead of daily);  ⬜ Note on how students can avoid technology glitches (frequent saving, backing up files, etc.) |
| **EWP General Guidelines** | |
|  | ⬜ Plagiarism;  ⬜ Adding/Dropping/Overloading;  ⬜ Incompletes;  ⬜ Grading & grade expectations;  ⬜ Attendance;  ⬜ Who to contact with issues (CIC ADs are available to assist students with problems in the LAN; Kimberlee and ADs are available to assist with teaching issues, as are 109/110, 111, 121, and 131 Directors and ADs.). |