**Name of Course**

Semester and Year

Class meeting times

Instructor(s) of Record

Office Location

Office hours

Telephone

Email

**DESCRIPTION OF THE COURSE:** Should match the detailed course description in the course catalog.

**COURSE LEARNING OUTCOMES:** Should be the same as those listed in the detailed course description on file with the Office of Instruction and Graduate Studies.

**PROGRAM LEARNING OUTCOMES:** List or explain how this course fits into the learning outcomes for the major. If it is a foundational course, list the other departments that have this course as a requirement for their majors.

**COLLEGE LEARNING OUTCOMES:** Choose the following College Learning Outcomes that this course addresses.

1. Scientific Reasoning
2. Quantitative Reasoning
3. Basic Communication Skills
4. Technological and Information Literacy
5. Values, Ethics and Diverse Perspectives
6. Critical Thinking

Examples of student work from this course may be used for assessment purposes: Student names and all identifiers will be removed.

**TEXTBOOKS AND SUPPLIES:** Textbooksshould be the same as that identified in March/October for compliance with the 2010 Higher Education Opportunity Act (HEOA).

**GRADING:** Grades are assigned in all credit bearing courses to reflect how well students have met the student learning outcomes of the course. This section should include details about the grading components such as course assignments, number of exams, homework, participation, or attendance, and how they contribute to the student’s overall grade.

**COURSE SCHEDULE**: Test dates and other important dates should be included with the syllabus.

**ATTENDANCE POLICY:** A statement is required. If you do not require attendance, you cannot useattendance as a grading criteria. If you require attendance, you must maintain your attendance records for six years, per SUNY Records Retention Policy.

**STUDENTS WITH LEARNING AND PHYSICAL DISABILITIES**

SUNY-ESF works with the Center for Disability Resources (CDR) at Syracuse University, who is responsible for coordinating disability-related accommodations. If you would like to discuss disability-accommodations or register with CDR, please visit [Center for Disability Resources](https://disabilityservices.syr.edu/). Please call (315) 443-4498 or email [disabilityresources@syr.edu](mailto:disabilityresources@syr.edu) for more detailed information*.* Students may also contact the ESF Office of Student Affairs, 110 Bray Hall, 315-470-6660 for assistance with the process.  The CDR is responsible for coordinating disability-related academic accommodations and will work with the student to develop an access plan. Since academic accommodations may require early planning and generally are not provided retroactively, please contact CDR as soon as possible to begin this process.

**ACADEMIC DISHONESTY**

Academic dishonesty is a breach of trust between a student, one’s fellow students, or the instructor(s).  Examples of academic dishonesty include, but are not limited to plagiarism and cheating, and other forms of academic misconduct. By registering for courses at ESF you acknowledge your awareness of the ESF Code of Student Conduct. More information regarding Academic Integrity, including the process for resolving alleged violations, can be found in the Student Handbook.

For undergraduate courses only:

**MIDTERM GRADING POLICY**

Mid-term grades shall be submitted within seven (7) calendar days after the designated midterm date set by the Registrar’s Office. These grades should reflect the standing of each student based on the current coursework completed.

The following statement is optional:

**BASIC NEEDS**

It can be challenging to do your best academically if you have trouble meeting basic needs. If you are struggling with mental health, housing/food insecurity, or financial resources, please reach out to Student Affairs at [students@esf.edu](mailto:students@esf.edu) or 315-470-6660. We are here to help!

The following statement is optional:

**INCLUSIVE EXCELLENCE STATEMENT**

As an institution, we embrace inclusive excellence and the strengths of a diverse and inclusive community. During classroom discussions, we may be challenged by ideas different from our lived experiences and cultures. Understanding individual differences and broader social differences will deepen our understanding of each other and the world around us. In this course, all people (including but not limited to, people of all races, ethnicities, sexual orientation, gender, gender identity and expression, students undergoing transition, religions, ages, abilities, socioeconomic backgrounds, veteran status, regions and nationalities, intellectual perspectives and political persuasion) are strongly encouraged to respectfully share their unique perspectives and experiences. This statement is intended to help cultivate a respectful environment, and it should not be used in a way that limits expression or restricts academic freedom at ESF.