

## **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. For detailed information about the college learning outcomes please visit [www.esf.edu/facgov/iqas.htm](http://www.esf.edu/facgov/iqas.htm)

- (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:** Textbooks should 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 use attendance 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 Office of Disability Services (ODS) at Syracuse University, who is responsible for coordinating disability-related accommodations. Students can contact ODS at 804 University Avenue- Room 309, 315-443-4498 to schedule an appointment and discuss their needs and the process for requesting accommodations. Students may also contact the ESF Office of Student Affairs, 110 Bray Hall, 315-470-6660 for assistance with the process. To learn more about ODS, visit <http://disabilityservices.syr.edu>. Authorized accommodation forms must be in the instructor's possession one week prior to any anticipated accommodation. Since accommodations may require early planning and generally are not provided retroactively, please contact ODS as soon as possible.

### **ACADEMIC DISHONESTY**

Academic dishonesty is a breach of trust between a student, one's fellow students, or the instructor(s). By registering for courses at ESF you acknowledge your awareness of the ESF Code of Student Conduct (<http://www.esf.edu/students/handbook/StudentHB.05.pdf>), in particular academic dishonesty includes but is not limited to plagiarism and cheating, and other forms of academic misconduct. The Academic Integrity Handbook contains further information and guidance (<http://www.esf.edu/students/integrity/>). Infractions of the academic integrity code may lead to academic penalties as per the ESF Grading Policy (<http://www.esf.edu/provost/policies/documents/GradingPolicy.11.12.2013.pdf>).