

## **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 <https://www.esf.edu/acadgov/iqas/> (Please include this element ONLY if the course is intended to address the broad, introductory set of “ESF College Learning Outcomes” required for assessment by the Middle States Commission on Higher Education in Standard III.5: General Education Program)

- (1) Scientific Reasoning
- (2) Quantitative Reasoning
- (3) Communication
- (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 Center for Disability Resources (CDR) at Syracuse University, which is responsible for coordinating disability-related accommodations. To learn about and access disability-related resources, please follow instructions on their website: <https://disabilityresources.syr.edu/students/>. Students can also contact CDR at 315-443-4498. Since accommodations may require early planning and generally are not provided retroactively, please contact them as soon as possible. Students may also contact the ESF Office of Student Affairs, 110 Bray Hall, 315-470-6660 for assistance with the 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 includes but is 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 (<https://www.esf.edu/students/handbook/>).

### **RELIGIOUS HOLIDAY OBSERVANCE**

All students have a right under NYS law and ESF college policy to observe the religious holidays of their choice, according to their individual faith. If students wish to observe a religious holiday, they should provide written notification to the instructor and/or TA (via email) of their intent to observe a particular religious holiday **within the first two weeks of the semester**, and prior to missing any required course meetings or activities. Reasonable requests for absence from course meetings or activities will be accommodated whenever possible, though students may be responsible for independently making up missed materials or activities on their own time, and in a timely fashion.

### **COVID-19 GUIDANCE**

Students are required to follow the college's evolving Covid-19 protocols and restrictions, which can be found on the college website at: <https://www.esf.edu/restart/>

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.