

# UNDERGRADUATE COURSE SYLLABUS

[Enter course subject, number and title]

Instructor [Enter your name or TBA] Phone [Enter phone number or TBA]

Office [Enter your office location here or TBA] E-mail [Enter email or TBA]

Office [Enter your office hours here\* or TBA]

Hours \*detail: (2 hours minimum) Please specify hours on specific day (s)

## **Course Description:**

[Enter course description – limit to two to three sentences. The description must match the description entered into the Curriculog system.]

## **Additional Course Description**

[Use this space to add any additional course description information.]

## **Prerequisite / Co-requisite:**

[Enter prerequisite and/or co-requisite courses]

[Enter any other types of prerequisite and/or co-requisite (e.g., major, milestones)]

## **Audience:**

[Briefly describe the target audience for the course.]

## **Credits:**

[Enter the number of credits for the course]

[If this is a variable credit course, explain difference in work per credit]

## **Course Fees and/or Costs**

Enter any applicable course fees or additional costs beyond tuition that the student should expect to incur.

Note whether fees/costs are funded or the responsibility of the student.

**NOTE:** If you have none, delete this title/section

## **Learning Objectives:**

**After taking this course, students will be able to:**

[Enter Learning Objective]

[Enter Learning Objective]

[Enter Learning Objective]

**NOTE:** learning objectives must be written in behavioral/measurable terms (e.g., describe, create, perform – NOT understand, think) and align with course activities and assessments/tests. For definitions and examples of acceptable learning objective format follow this link:

**Required Texts / Supplies:**

"[Enter required texts and/or supplies]"

Also noting additional things that will be required but not purchased.

**Texts / Supplies – Additional:**

[Enter additional/suggested or optional texts or supplies]

**NOTE:** If you have none, delete this title/section

**Course Requirements and Expectations:**

[Enter required activities and projects]

"[Each activity/project should reference at least one learning objective.]"

"[Double-numbered/500-level ugrad/grad courses must specify different assignments]"

**Grading:**

[Describe grading scheme, including grades or percentages for specific work or exams. Provide information to indicate how a student’s grade is determined.]

[Update the corresponding grading table with the appropriate percentage ranges or total points.]

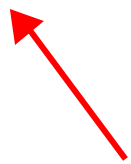
Grades will be determined on the following weighted allocation of points:

Activity	Point value
Attendance/ Synchronous Session Participation	10 Live (Synchronous) session attendance can count for no more than 15% of the overall course grade, but can count for less than 15% of overall course grade
Fill in with your assignments /Activities / Exams /etc.	30
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<b>Total Possible Points</b>	<b>100</b>

**Grading Table**

Grades	Grade Points/Credit	Percentage Range	Total Points
<b>A</b>	<b>4.00</b>	94 – 100%	
<b>A-</b>	<b>3.667</b>	90 – 93%	
<b>B+</b>	<b>3.333</b>	87 – 89%	
<b>B</b>	<b>3.000</b>	83 – 86%	
<b>B-</b>	<b>2.667</b>	80 – 82%	
<b>C+</b>	<b>2.333</b>	77 – 79%	
<b>C</b>	<b>2.000</b>	73 – 76%	
<b>C-</b>	<b>1.667</b>	70 – 72%	
<b>D</b>	<b>1.000</b>	60 – 69%	
<b>F</b>	<b>0</b>	0 – 59%	

\* source: <http://www.syr.edu/registrar/students/grades/faq.html>



**NOTE:** You may use this table to indicate percentages or points to earn each possible course grade. You can modify the two columns above to meet your specific course-grading scheme, however, you must clearly indicate to students what percentage or point total they must achieve to earn a final grade as indicated in the first column “Grades”. Be sure to describe clearly how assignments are counted and weighted and any other methods used to determine final grade. Faculty may choose to present this information in another format. E.g., not a table as long as the requirements above are met.

**University Attendance Policy**

Attendance in classes is expected in all courses at Syracuse University. Students are expected to arrive on campus in time to attend the first meeting of all classes for which they are registered. Students who do not attend classes starting with the first scheduled meeting may be academically withdrawn as not making progress toward degree by failure to attend. Instructors set course-specific policies for absences from scheduled class meetings in their syllabi.

It is a federal requirement that students who do not attend or cease to attend a class to be reported at the time of determination by the faculty. Faculty should use “ESPR” and “MSPR” in Orange Success to alert the Office of the Registrar and the Office of Financial Aid. A grade of NA is posted to any student for whom the Never Attended flag is raised in Orange SUccess. More information regarding Orange SUccess can be found [here](http://orangesuccess.syr.edu/getting-started-2/), at <http://orangesuccess.syr.edu/getting-started-2/>.

Students should also review the University’s religious observance policy and make the required arrangements at the beginning of each semester.

**Course Specific Policies on attendance, late work, make up work, examinations if outside normal class time, etc.:**

**NOTE:** If you have none, delete this title/section

[Enter course specific information]

**Syracuse University Policies:** Syracuse University has a variety of other policies designed to guarantee that students live and study in a community respectful of their needs and those of fellow students. Some of the most important of these concern:

**Diversity and Disability** (ensuring that students are aware of their rights and responsibilities in a diverse, inclusive, accessible, bias-free campus community) can be found [here](#), at: <https://www.syracuse.edu/life/accessibilitydiversity/>.

**Religious Observances Notification and Policy** (steps to follow to request accommodations for the observance of religious holidays) can be found [here](#), at: [http://supolicies.syr.edu/studs/religious\\_observance.htm](http://supolicies.syr.edu/studs/religious_observance.htm)

**Orange SUccess** (tools to access a variety of SU resources, including ways to communicate with advisors and faculty members) can be found [here](#), at: <http://orangesuccess.syr.edu/getting-started-2/>

**Disability-Related Accommodations:**

Syracuse University values diversity and inclusion; we are committed to a climate of mutual respect and full participation. There may be aspects of the instruction or design of this course that result in barriers to your inclusion and full participation in this course. I invite any student to meet with me to discuss strategies and/or accommodations (academic adjustments) that may be essential to your success and to collaborate with the Office of Disability Services (ODS) in this process.

If you would like to discuss disability-accommodations or register with ODS, please visit their [website](#) at: <http://disabilityservices.syr.edu>. Please call (315) 443-4498 or email [disabilityservices@syr.edu](mailto:disabilityservices@syr.edu) for more detailed information.

ODS 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 ODS as soon as possible to begin this process.

**Academic Integrity Policy:**

Syracuse University's Academic Integrity Policy reflects the high value that we, as a university community, place on honesty in academic work. The policy defines our expectations for academic honesty and holds students accountable for the integrity of all work they submit. Students should understand that it is their responsibility to learn about

course-specific expectations, as well as about university-wide academic integrity expectations. The policy governs appropriate citation and use of sources, the integrity of work submitted in exams and assignments, and the veracity of signatures on attendance sheets and other verification of participation in class activities. The policy also prohibits students from submitting the same work in more than one class without receiving written authorization in advance from both instructors. Under the policy, students found in violation are subject to grade sanctions determined by the course instructor and nongrade sanctions determined by the School or College where the course is offered as described in the Violation and Sanction Classification Rubric. SU students are required to read an online summary of the University’s academic integrity expectations and provide an electronic signature agreeing to abide by them twice a year during pre-term check-in on MySlice.

**Course Schedule:** Week/ lecture, topic for the week/lecture, and required reading are in the appropriate columns below.

Week/Lecture	Topic	Required Reading and Assignment

**Live (synchronous) Session Attendance Policy:**

Attendance for live sessions is mandatory. Students must request approval to miss a live session due to an unavoidable conflict. Students that receive approval to miss a live session will be expected to complete an assignment in place of the live session. The assignment should be completed before the next live session.

Any sessions missed without approval will result in the student receiving a “0” for that week’s live session grade.

Any student that enrolls in the class after the start of the first live session will be able to submit an alternate assignment for the first session only as provided by the faculty.

Please note: For online courses, holidays are not observed. If your live session is scheduled on a holiday, the session will be held or an alternate date will be chosen that is mutually agreeable to the instructor and a majority of class members.

This course will be conducted online with eight (8) synchronous, 90-minute sessions.

**Excusable Absence Policy:**

If a student misses a live (synchronous) session due to a conflict that is out of the student's control, the student must:

- Provide proof of conflict to the instructor and request approval
- If approved, instructor must provide an alternative assignment
- The alternative assignment should be completed by the next live (synchronous) session.

Each live session will be recorded and your registration and continued enrollment in this course indicates your consent.

	<b>Start</b>	<b>Close</b>	<b>Live Session</b>
Week 1	Ex. 8/1/18	Ex. 8/7/18	Ex. 8/2/18
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			