

# SYLLABUS TEMPLATE

## Course Number, Section, and Title

Purchase College, Semester  
Day/Time  
Classroom Location  
Office Hours and Location

Professor Name  
Email Address  
Phone Number

## COURSE DESCRIPTION

## COURSE GOALS/STUDENT LEARNING OUTCOMES

- X
- Y
- Z

## REQUIRED TEXTS OR MATERIALS

- 1
- 2
- 3
- 4
- 5

## PURCHASE COLLEGE ACADEMIC INTEGRITY POLICY

The Purchase College academic integrity policy, [www.purchase.edu/live/blurbs/840-academic-and-professional-integrity](http://www.purchase.edu/live/blurbs/840-academic-and-professional-integrity), explicitly forbids cheating, plagiarism, and other forms of academic dishonesty. Plagiarism is the appropriation or imitation of the language, ideas, and/or thoughts of another person and the representation of them as one's own original work. Students are responsible for familiarizing themselves with the definition of plagiarism and the acceptable methods of attribution.

## NOTES/COMMENTS COLUMN:

→ We hope this template will make it easier for you to design your syllabus. If you have questions and/or would like feedback on your syllabus, please consult your chair or director.

→ If your course meets a SUNY general education requirement, please include the appropriate SUNY Student Learning Outcomes (SLOs) here. If you are not sure whether your course fulfills a general education category, please ask your chair/director or board-of-study coordinator.

→ You can often obtain free desk copies from the publisher. Go to their website and search for the faculty section. Often you must email them from your Purchase account and mail to our Purchase address. Also, be sure to ask for additional supplements, i.e., instructor guides, test banks, DVDs, workbooks, etc.

→ In addition, you are responsible for submitting your book order to the Purchase bookstore. Refer to the [Course Materials > Textbooks](#) section in the Faculty Handbook for bookstore information.

Violation of any of the above may lead to formal disciplinary action and the following sanctions:

- Minimum Sanction: Failing grade on the assignment or examination. Maximum Sanction: Expulsion
- Recommended Sanction (First Offense): Failing grade for the course
- Recommended Sanction (Second Offense): Expulsion

Students who have any questions or doubts about whether any activity is academically permissible should check with the instructor.

## STUDENT DISABILITIES

Students with documented physical, learning, psychological, and other disabilities are entitled to receive reasonable accommodations. To receive accommodations, students must first register with the Office of Disability Resources, 251-6035, [odr@purchase.edu](mailto:odr@purchase.edu).

## CLASSROOM/STUDIO EXPECTATIONS

- Please be on time, listen actively, and participate in class discussion and activities.
- Please turn off cell phones, beepers, etc. at the start of class. If you need such devices for personal obligations, please inform the instructor in advance and put these items on vibrate.
- Please return promptly from breaks.
- Laptops may be used in class for note taking only. You may not email, IM, etc. Failure to comply with this rule will result in not being allowed to use a laptop in class.

## COURSE REQUIREMENTS

### 1. Attendance Policy / Participation

- **Attendance and punctuality are expected for every class.**
- Attendance will be taken at every class.
- Your presence is vital for participation in varied learning activities and small-group work.
- You are allowed XX unexcused absences.
- Additional absences may affect your grade.
- Late arrivals or early departures may be counted as absences.
- If you miss class, it is your responsibility to find out from classmates what you missed and submit assignments on time.

### 2. Projects:

## NOTES/COMMENTS COLUMN:

→ Faculty will be advised of reasonable accommodations by the Office of Access and Accommodations.

→ Please note that extra test time and alternate test locations are arranged through the Learning Center.

### → THESE ARE SUGGESTED EXPECTATIONS

- Feel free to modify this list.
- You may want to add whether or not you allow drink or food in the classroom.
- The college does not have an official policy regarding laptops in the classroom.

### → THESE ARE SUGGESTED COURSE REQUIREMENTS

#### → ATTENDANCE:

- It is important to announce a clear policy on the first day and periodically during the semester.
- Please take attendance at every class and keep these records for at least two years.
- If students are in your class and not registered, please alert them to register during drop/add week.
- After drop/add, only those registered may attend.
- Instruct students to use their allowed absence(s) for when they need them (i.e. sick, family emergency).
- A strict policy (1-2 unexcused absences) sets the expectations from the start.

### 3. Papers:

- All written work must be submitted on time to receive full credit.
- In order to receive an extension, please consult with the instructor.
- Papers must be in 12-inch font, one-inch margins, double-spaced.
- All papers must include a citation page and be formatted according to Modern Language Association (MLA) or American Psychological Association (APA) citation formats. For resources on citation formats, please go to the Purchase College Library's website.

### 4. Quizzes:

- 

### 5. Exams:

- 

### 6. Homework:

- 

### 7. Other:

- 

## NOTES/COMMENTS COLUMN:

### → THESE ARE SUGGESTED GUIDELINES

- Clear guidelines and instruction are of vital importance.
- Identify a minimum number of sources desired.
- In addition, you may want to limit the number of Internet sources and require academic sources (academic journals, etc.).

*Special thanks to the School of Liberal Studies & Continuing Education for providing this syllabus template.*

## GRADING

COURSE REQUIREMENTS	PERCENTAGE
Attendance / Participation	10%
Projects (1)	20%
Papers (2)	20% (10% each)
Quizzes (2)	10% (5% each)
Midterm (1)	20%
Final (1)	20%

COURSE REQUIREMENTS	PERCENTAGE
Attendance / Participation	15%
Reflection Papers (4)	40% (10% each)
Quizzes (2)	20% (10% each)
Final Paper (1)	25%

## CLASS SCHEDULE

[illegible]

**NOTE:** Syllabus and course schedule are subject to change.

**NOTES/COMMENTS  
COLUMN:**

**AS A SUGGESTION:**

→ TWO SAMPLES OF POSSIBLE GRADING GRIDS ARE TO THE LEFT

- Specify the weight assigned to each so that students understand how their final grade is calculated.
- Multiple and various assessments increase students' chances of success.

### ITEMS TO CONSIDER WHEN PLANNING YOUR SCHEDULE:

→ **ACADEMIC CALENDAR:**

Please consult the college academic calendar for start-dates, end dates and holidays and plan your schedule accordingly:  
[www.purchase.edu/offices/registrar/academic-calendar/](http://www.purchase.edu/offices/registrar/academic-calendar/).

→ **WITHDRAWAL DEADLINE:**

Please note the withdrawal deadline on the academic calendar and construct your syllabus so that you have sufficient evidence of student performance and can submit your midterm warnings well before the withdrawal deadline.

The midterm warning will assist students in determining whether or not to withdraw from the course.

You may want to add a statement that “students who are failing and do not withdraw from the course by the withdrawal deadline, [insert date], will receive an F for the course.”