

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, 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.

→ The library has access to many films and videos and can help to find a copy you can stream (in class or through Moodle) if notified in advance.

→ 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

The Office of Disability Resources collaborates directly with students who identify documented disabilities to create accommodation plans, including testing accommodations, in order for students to access course content and validly demonstrate learning. For those students who may require accommodations, please call or email the Office of Disability Resources, (914) 251-6035, odr@purchase.edu.

STUDENT CONDUCT

All students are expected to conduct themselves in accordance with Purchase College's Student Code of Conduct. Any repetitive or disruptive behavior, including but not limited to outbursts, intoxication/drug use, personal or physical threats, damage to property, etc., may result in the professor requesting the student to leave class, contacting University Police, and/or notifying the Office of Community Standards.

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.

NOTES/COMMENTS COLUMN:

→ Faculty will be advised of reasonable accommodations by the Office of Disability Resources via Purchase College e-mail (keep in mind that students can register *any time* throughout the semester).

→ Please note that extra test time and alternate test locations are arranged through the Testing Center (Student Services Building, 2nd floor).

→ 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; however, please note that students may have approved accommodations through the Office of Disability Resources that include use of a laptop for note-taking assistance. ODR may also hire a note-taker who may use a laptop to take notes for a student with accommodations (reach out to ODR to learn more).

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:

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:

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5. Exams:

-

6. Homework:

-

7. Other:

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NOTES/COMMENTS COLUMN:

→ 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 (2-3 unexcused absences) sets the expectations from the start. Keep in mind that add/drop includes the first week of class and students should not be penalized for adding a class within that window of time.

→ 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.).

NOTE: Syllabus and course schedule are subject to change. All changes will be indicated on Moodle.