[**Note to faculty (delete these lines after reading):** Please retain style heading levels as these meet Federal accessibility guidelines and allow screen readers to effectively read this document. For the same reason, please refrain from adding or replacing inline content with tables. This template includes elements required by SUNY, State Ed, and Federal guidelines, and ***only*** the italicized sections of the document should be edited or removed as appropriate to the needs of your course.]

## [Taking Care: Illness and Absences](https://www.newpaltz.edu/coronavirus-info/)

While the national COVID-19 public health emergency has ended, SUNY New Paltz still has policies in place to protect the health of our community. [**Click here to view COVID-19 FAQs and up-to-date information about those policies**](https://www.newpaltz.edu/coronavirus-info/frequently-asked-questions/).

Students with an illness that prevents them from attending class (COVID-19, influenza, etc.) should exercise self-care and consult the testing recommendations on the[**Student Health Service (SHS) website**](https://www.newpaltz.edu/healthcenter/). Faculty will receive “professor notes” from the SHS when a student has an illness that prevents them from attending class.

# Course number and title

## Course Details

### Credit Hours:

*[Provide the number of credit hours for this course. Please note: NYS requires at least 45 hours of learning time, or “*[**time on task**](http://www.nysed.gov/college-university-evaluation/distance-education-program-policies)*,” per credit. As per our campus* [***Credit Hour Policy***](https://www.newpaltz.edu/media/academic-affairs/SUNY%20New%20Paltzs%20Credit%20Hour%20Policy-final%20rev%2010-20-16.pdf)*, for classroom-based courses, this generally means at least 15 hours of instruction plus at least 30 hours of out-of-class work/study per credit (i.e., 9 hours of learning time each week). Arrange your class schedule accordingly so that time expectations per module are clear for students, and please consider how modality impacts the format of the learning time.]*

### Class Days, Time, Location:

*[Express class days and time as the number of contact hours per week, such as two 90-minute lecture periods each week. Specify the location of each offering. See also Course Modality.]*

### [Course Modality](https://www.newpaltz.edu/registrar/course-registration/teaching-modalities/):

* *[State the delivery model of the course: Fully Seated, Hybrid, Extended Virtual, Online Asynchronous, Online Synchronous.*
* *List (in this section or on the course schedule below) the approximate length, dates, and number of sessions per term with scheduled dates that meet Fully Seated, Hybrid, Extended Virtual, or Online Synchronous modalities.*
* *State your chosen Web Conference Platform.*[***WebEx***](https://newpaltz.teamdynamix.com/TDClient/1905/Portal/KB/?CategoryID=17501)*is our campus-supported platform.]*

### Pre/Co-requisites:

*[List as appropriate or note N/A.]*

## Instructor Details

### Name and Title:

### Pronouns:

### Campus Email:

**Office Phone:**

### Office Location:

### Office Hours:

## Optional Statements

### Basic Needs

To learn effectively you must have basic security: a roof over your head, a safe place to sleep, enough food to eat. The [**Division of Student Affairs**](https://www.newpaltz.edu/studentaffairs/) has compiled a broad range of resources, including a [**list of campus services, local agencies, and support networks**](https://www.newpaltz.edu/studentaffairs/local-resource-list/), that can assist students with managing their basic needs. Please consult these resources or [**contact the Division of Student Affairs**](mailto:studentaffairs@newpaltz.edu) should you need additional information.

### Names & Pronouns

SUNY New Paltz recognizes the importance of a diverse student body, and we are committed to fostering equitable classroom environments. You are invited to share how you want to be referred to, both in terms of your name and your pronouns (he/him, she/her, they/them, etc.). I will do my best to address and refer to all students accordingly and will support you in doing so as well. In this classroom, we will respect and refer to people using the names and personal pronouns that they share.

### Generative AI Tools & ChatGPT

*[If appropriate for your course, please provide a statement on whether you encourage, restrict, or prohibit the use of ChatGPT. Examples to use or draw from include the following:*

* *This course prohibits the use of ChatGPT or Generative AI tools when XYZ (insert specific parameters, avoiding overly broad language that may prohibit students’ use of spellcheck, PowerPoint Designer or other such AI tools). Use of such will be considered a violation of the Academic Integrity policy.*
* *This course encourages the use of ChatGPT and Generative AI tools within the scope of assignments XYZ. Further guidelines will be provided. Any other use of such will be considered a violation of the Academic Integrity policy.*
* *This course encourages the use of ChatGPT or Generative AI tools; however, students must indicate its use and must make sure to check the facts and accuracy of generated AI content before submitting.*
* *This course encourages the use of ChatGPT or Generative AI tools.]*

## Course Description

*[As it appears in Course Catalog.]*

## Student Learning Outcomes

Upon completion of this course, students will be able to:

* *[Include a bulleted list of statements that specify what students will know or be able to demonstrate when they have completed the course. Incorporate or map applicable General Education and/or Writing Intensive SLOs. Describe observable, measurable actions or behaviors.]*

## Reading Materials

*[Include required and recommended text(s) or OER sources for the course.]*

## Attendance

*[The number of allowed absences in a course is at the discretion of the instructor. If the instructor penalizes students for unexcused absence from class, this policy must be stated in the syllabus.*

* *Students are required to complete courses in the*[***modality***](https://www.newpaltz.edu/registrar/course-registration/teaching-modalities/)*in* *which they were initially offered. Faculty may, at their discretion, offer alternative modalities on a short-term basis to accommodate their own or a student’s absence for an illness, inclement weather, or other short-term event that requires missing class or disrupts in-person meeting for a limited number of class sessions.*
* *Faculty who consider attendance in grading are advised to include a grading rubric that details how attendance factors into determining the final grade.*
* *Additional campus attendance policies apply; please consider adding links to such policies, as appropriate (e.g.,* [***Religious Beliefs & Class Attendance***](https://www.newpaltz.edu/ugc/policies/policies_religious.html)*,* [***Black Solidarity Day***](https://www.newpaltz.edu/ugc/policies/policies_blacksolidarity.html)*).]*

## Grading Information

### Grading information

*[Insert an explanation of course grading policies including method of determining the final grade. Provide a sample list of assignments together with their relative weights. Below is an example:*

#### Assignments and Weight

* *Homework = 8 assignments x 10 points each = 80 points*
* *Research Project = 100 points*
* *First Quarter of Semester Exam = 50 points*
* *Midterm Exam = 50 points*
* *Final Exam = 100 points [*[***Spring 2024 final exams calendar***](https://www3.newpaltz.edu/calendars/finals/202401)*]*
* *Participation = 20 points [Explain how you will evaluate participation.]*
* *TOTAL POINTS = 400 points]*

### Grade Scale (by percentage)

*[The grade scale below is a sample.]*

*A* *100.00 – 93.00* *(4.0)* *A-* *92.9 – 90.00 (3.67)*

*B+* *89.9 – 87.10 (3.33)* *B* *87.00 – 83.00 (3.0)*

*B-* *82.9 – 80.00 (2.67)* *C+* *79.9 – 77.10 (2.33)*

*C* *77.00 – 73.00 (2.0)* *C-* *72.9 – 70.00 (1.67)*

*D+* *69.9 – 67.10 (1.33)* *D* *67.00 – 60.00 (1.0)*

*F* *Below 60 (0.00)*

### Last Day to Withdraw without Grade Penalty

Spring 2024: March 31

## [Campus Policies](https://www.newpaltz.edu/acadaff/academic-policies-including-academic-integrity/)

*[To save space and ensure that syllabi include campus policy statements that are accurate and up to date, insert the link embedded in the section heading above and the text below. The same link is published in the Student Handbook and included on an Acknowledgment in my.newpaltz.edu that students must sign before each semester to affirm that they have read and will adhere to the academic policies listed on the linked page as well as requirements outlined in the course syllabus in each of their classes.]*

Please be aware of the most [**current Campus Policies**](https://www.newpaltz.edu/acadaff/academic-policies-including-academic-integrity/) applicable to issues such as Academic Integrity, Computer/Network Use, Identity Verification, Accommodation of Individuals with Disabilities, Title IX, and Veteran & Military Services.

### Student Evaluation of Instruction (SEI)

You are responsible for completing the Student Evaluation of Instruction (SEI) for this course and for all your courses with an enrollment of five (5) or more students. I value your feedback and use it to improve my teaching and planning. Please complete the online form during the appropriate period: April 24 – May 7 (Spring 2024).

## Summary of Topics Covered and Course Schedule

*[Include a sample schedule with specific dates of class meetings, readings and other assignments, quizzes, papers, and examinations. Below is an example.]*

### *Module 1: Topic and Date(s)*

#### Assignment(s)

* *Reading Assignment*
* *Other Assignment(s)*
* *Estimated time on task*

### *Module 2: Topic and Date(s)*

#### Assignment(s)

* *Reading Assignment*
* *Other Assignment(s)*
* *Estimated time on task*

### *Module 3: Topic and Date(s)*

#### Assignment(s)

* *Reading Assignment*
* *Other Assignment(s)*
* *Estimated time on task*

*Add modules as needed.]*