Syllabus Requirements

August 2019, rev. December 2019

- At the beginning of each semester – ideally, no later than the second class meeting – students must be given a syllabus, either in hard copy or electronically.
- If you revise your syllabus during the semester, you must circulate the revisions *in writing* to all students in the course.
- You must send an electronic copy of your syllabus to the department secretary and/or chair by the end of the second week of classes.

Course syllabi must contain the following information:

A. **Title and course number**

B. **Number of credit hours ***

   * Please note: **Credit hours assigned to a course reflect both classroom instruction time and expected outside preparation/study time. All credits awarded by the College must comply with NYSED and SUNY definitions and policies, and verification of such compliance is a component of Middle States' reaccreditation review. For reference, [New Paltz's credit hour policy](#) – which incorporates and expands upon [SUNY's credit hour policy](#) – can be found on [Academic Affairs' homepage](#), under Instructional Resources.**

C. **Instructor's name and contact information**

D. **Times and locations of office hours**

E. **Course description (as it appears in the current [undergraduate catalog](#) or [graduate catalog](#))**

F. **Student Learning Outcomes (SLOs):** SLOs are statements that *specify what students will know or be able to demonstrate when they have completed a course and describe observable and measurable actions or behaviors. Please note:* **College-wide degree requirements for undergraduate students include a Writing Intensive (WI) course and a Diversity course. If your course fulfills one or both of these graduation requirements, please include in the syllabus the [WI Common Student Learning Experiences](#) and/or Diversity SLOs, listed in the [Diversity Narrative Supplement](#).**

   Departments should consider adding program SLOs for required courses in a major/minor.

   Bloom's Taxonomy of Educational Objectives (published in 1956 and revised in 2001) provides a format to express SLOs in a way that reflects cognitive skills, affective skills and psychomotor skills. These resources are especially helpful:

   https://tips.uark.edu/using-blooms-taxonomy/
   https://assessment.aa.ufl.edu/media/assessmentaaufledu/academic-assessment/2017-18-University-of-Florida-guide-for-developing-program-goals-and-student-learning-outcomes.pdf

G. **Reading materials**

H. **Summary of topics to be covered**

I. **Schedule with specific dates of class meetings, assignments, quizzes, papers, and examinations. Include information about proctoring requirements, if relevant.**
   Note: *For fall courses, please do not schedule exams, quizzes, or graded work to be given or due on [Black Solidarity Day](#), the first Monday of November. Students who wish to participate should notify faculty and not be held accountable for their absence.*

J. **Grading information:** Grades should reflect levels of student achievement with respect to the student learning outcomes presented in the syllabus. It is important that students receive timely, formative feedback

so they can gauge their progress in the course and have an opportunity to improve their performance before receiving a final, summative grade.

1. **Explanation of course grading policies**

2. **Method of determining the final grade, including relative weight of each assignment**

K. **Last day of the semester to withdraw from a course without receiving a penalty grade.** In the fall 2019 semester, the date is <u>October 30</u>; in the spring 2020 semester the date is <u>March 30</u>**.**

L. **Attendance statement.** 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 course outline.

M. **Campus-wide Policy Statements**

1. **Academic integrity policy statement:** *Students are expected to maintain the highest standards of honesty in their college work. Cheating, forgery, and plagiarism are serious violations of academic integrity. Students found guilty of any violation of academic integrity are subject to disciplinary action, up to and including expulsion. New Paltz's policy on academic integrity (rev. October 2017) is found in the Undergraduate Catalog. Sojourner Truth Library's website contains several excellent resources to help with avoiding plagiarism; see especially lib.newpaltz.edu/assistance/plag.html.*

2. **Reasonable accommodation of individuals with disabilities statement:** *Students needing classroom and/or testing accommodations related to a disability should contact the Disability Resource Center (Haggerty Administration Building, Room 205, 845-257-3020) as close as possible to the beginning of the semester. The DRC will then provide students' instructors with Accommodation Notifications verifying the need for accommodations. Specific questions about services and accommodations may be directed to Deanna Knapp, Assistant Director (knappd@newpaltz.edu) or Jean Vizvary, Director (vizvaryj@newpaltz.edu).*

3. **Veteran & Military Services statement:** *New Paltz's Office of Veteran & Military Services (OVMS) is committed to serving the needs of veterans, service members and their dependents during their transition from military life to student life. Student veterans, service members or their dependents who need assistance while attending SUNY New Paltz may refer to OVMS's website; call 845-257-3120, -3124 or -3074; e-mail np-vms@newpaltz.edu; or stop by the Student Union, Room 100 South.*

4. **Computer and network policies statement:** *Users of New Paltz's computer resources and network facilities are required to comply with the institutional policies outlined in the Acceptable Uses and Privacy Policy and other technology policies, available at www.newpaltz.edu/itpolicy.*

5. **Identity verification policy statement for online courses:** *New Paltz's Online Identity Verification Policy* is designed to verify that students enrolled in our online courses and/or programs are the ones who take the courses, complete the programs, and receive the academic credit. The *complete policy* is published in the Undergraduate Catalog.

6. **Title IX and related policy statement:** *Gender discrimination, sexual harassment, sexual assault, sexual violence, stalking, and power-imbalanced sexual/romantic relationships between faculty and students are strictly prohibited within the SUNY New Paltz community. We encourage students to report, confidentially discuss, or raise questions and concerns regarding potential violations. Reports can be made to the Title IX Office, the department chair and/or the dean of your school. For information on Title IX reporting and support, visit www.newpaltz.edu/titleix/. The College's Consensual Relationship Policy can be found at www.newpaltz.edu/hr/policies.html.*

N. **Information on electronic SEIs, which students are encouraged to complete.** The fall 2019 end-of-semester SEIs will be administered **November 25–December 9**; winter 2019-2020 SEIs will be administered January 11-January 16; and spring 2020 end-of-semester SEIs will be administered **April 23-May 7**. To elicit a robust student response to the online SEIs, consider using this statement in your syllabi: *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 period* [add dates].