

COURSE SYLLABUS

CEP # | LEC/SEM/TUT | Course Name | Reg # | Semester

Instructor Name:

Class Day and Time:

Number of Credits:

Email Address:

Office Location:

Office Hours:

Course Description:

Should conform to the official description for the course; if this description is outdated, a new course description should be submitted via your department scheduler to the university scheduling system for use in all UB communications and systems.

Course prerequisites (if applicable); **clear description of prerequisite coursework or knowledge expected prior to start the course.**

Mode of Instruction:

(specify delivery mode- hybrid, online, traditional)

Required Text and Materials:

The course materials section may include the following:

- **Required and recommended reading materials, resources, textbooks and resources citations.**
- **Location/availability of course materials, where applicable** (e.g., items on reserve through library, use of UBLeads Blackboard site, etc.).

Student Learning Outcomes:

Learning outcomes for the course should be linked back to the curriculum map for the program. Whether these are called outcomes, goals or objectives, these are specific student-focused statements that specify what the student should be able to do or know at that the completion of the course. Student Learning outcomes should:

- Include objectives which delineate what the students should achieve from the course.

- Be clearly linked to the more expansive student learning outcomes of the degree program, either in the syllabus or noted with a link to a site with the details on how the course relates to the larger program-level goals.

Course Learning Outcome	Program Outcomes/Competencies	Instructional Method(s)	Assessment Method(s)

Course Requirements:

Please include the following:

- Number of papers, tests and any other requirements, such as homework, attendance, class participation, laboratory assignments and clinical performance, that will count toward the final grade.
- Deadlines for assignments. Assignments should be linked to each of the student learning outcomes being assessed. A single assignment may be used to assess more than one learning outcome and an outcome may be assessed by more than one assignment.

Grading:

Students should be apprised of how various graded activities will be combined to form their final grade for the course, including:

- How results from various requirements will be combined into a final grade*.
- Relative weightings.
- A make-up policy for tests.
- Specification of the level of work that must be completed in order to obtain specific letter grades (A through F) or a passing grade if the course is graded on a pass/fail basis.
- Reference to the university's [Graduate Incomplete Policy](#) and any additional instructor requirements and comments regarding the use of incomplete grades.

*The course syllabus should include a statement that reminds students of their responsibility to participate in the course evaluation process.

To clearly articulate the weight of each assignment, consider using a chart (see sample below).

Weight (percent of overall grade)	Assignment
xx%	
xx%	
xx%	
100%	

Grade	Quality Points	Grade	Quality Points
A	4.000-3.671	I/A-	3.670-3.331
A-	3.670-3.331	I/B+	3.330-3.001
B+	3.330-3.001	I/B	3.000-2.671
B	3.000-2.671	I/B-	2.670-2.331
B-	2.670-2.331	I/C+	2.330-2.001
C+	2.330-2.001	I/C	2.000-1.671
C	2.000-1.671	I/C-	1.670-1.331
C-	1.670-1.331	I/D+	1.330-1.001
D+	1.330-1.001	I/D	1.000-0.001
D	1.000-0.001	I/F	0.000-0.000
F	0.000-0.000	I/S	n/a
S	n/a	I/U	n/a
U	n/a		

Attendance Policy:

Your attendance policy might include reference to:

- [Attendance issues related to religious observances.](#)
- Athletic commitments.
- Family/work obligations/emergencies.
- Course cancellation/emergency planning.
- Reference the [university emergency webpage](#) for cancellations/delays due to weather or other unforeseen events.

While your attendance and participation are essential components of this course, it is critical that you follow public health guidelines. As such, any student exhibiting COVID-19 symptoms should not come to campus to participate in coursework. If you need to miss class due to illness, isolation or quarantine must notify the instructor by email as soon as possible and no later than 24-hours after missing class. At that time, you are also expected to make arrangements to complete missed work.

Classroom Decorum:

Discussion of classroom expectations, including tardiness and/or use of cell phones and laptops, may be included in this section.

Accessibility Services and Student Resources:

If you have a disability and may require some type of instructional and/or examination accommodation, please inform me early in the semester so that we can coordinate the accommodations you may need. If you have not already done so, please contact the Office of Accessibility Services (formerly the Office of Disability Services) University at Buffalo, 60 Capen Hall, Buffalo, NY 14260-1632; email: stu-accessibility@buffalo.edu Phone: 716-645-2608 (voice); 716-645-2616 (TTY); Fax: 716-645-3116; and on the web at <http://www.buffalo.edu/studentlife/who-we-are/departments/accessibility.html>. All information and documentation is confidential.

The University at Buffalo and the Graduate School of Education are committed to ensuring equal opportunity for persons with special needs to participate in and benefit from all of its programs, services and activities.

Academic Integrity:

Academic integrity is critical to the learning process. It is your responsibility as a student to complete your work in an honest fashion, upholding the expectations your individual instructors have for you in this regard. The ultimate goal is to ensure that you learn the content in your courses in accordance with UB's academic integrity principles, regardless of whether instruction is in-person or remote. Thank you for upholding your own personal integrity and ensuring UB's tradition of academic excellence.

It is expected that you will behave in an honorable and respectful way as you learn and share ideas. Therefore, recycled papers, work submitted to other courses, and major assistance in preparation of assignments without identifying and acknowledging such assistance are not acceptable. All work for this class must be original for this class. Please be familiar with the University and the School policies regarding plagiarism. Read the [Academic Integrity Policy and Procedure](#) for more information. Visit [The Graduate School Policies & Procedures page](#) for the latest information.

Course Evaluations:

You will have two opportunities to provide anonymous feedback about the course. In the middle of the semester, I will send you a brief questionnaire asking about what activities are contributing to your learning and what might be done to improve your learning. At the conclusion of the semester you will receive an email reminder requesting your participation in the Course Evaluation process. Please provide your honest feedback; it is important to the improvement and development of this course. Feedback received is

anonymous and I do not receive copies of the Evaluations until after grades have been submitted for the semester.

Counseling Services:

As a student you may experience a range of issues that can cause barriers to learning or reduce your ability to participate in daily activities. These might include strained relationships, anxiety, high levels of stress, alcohol/drug problems, feeling down, health concerns, or unwanted sexual experiences. Counseling, Health Services and Health Promotion are here to help with these or other issues you may experience. You can learn more about these program and services by contacting:

Counseling Services

120 Richmond Quad (North Campus), 716-645-2720

202 Michael Hall (South Campus), 716-829-5900

<https://www.buffalo.edu/studentlife/who-we-are/departments/counseling.html>

Health Services

Michael Hall (South Campus), 716-829-3316

<https://www.buffalo.edu/studentlife/who-we-are/departments/health.html>

Office of Health Promotion

114 Student Union (North Campus), 716-645-2837

<https://www.buffalo.edu/studentlife/who-we-are/departments/health-promotion.html>

Sexual Harassment/Violence:

UB is committed to providing a safe learning environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic and dating violence and stalking. If you have experienced gender-based violence (intimate partner violence, attempted or completed sexual assault, harassment, coercion, stalking, etc.), UB has resources to help. This includes academic accommodations, health and counseling services, housing accommodations, helping with legal protective orders, and assistance with reporting the incident to police or other UB officials if you so choose. Please contact UB's Title IX Coordinator at 716-645-2266 for more information. For confidential assistance, you may also contact a Crisis Service Campus Advocate at 716-796-4399.

Please be aware UB faculty are mandated to report violence or harassment on the basis of sex or gender. This means that if you tell me about a situation, I will need to report it to the Office of Equity, Diversity and Inclusion. You will still have options about how the situation will be handled, including whether or not you wish to pursue a formal complaint. Please know that if you not wish to have UB proceed with an investigation, your request will be honored unless UB's failure to act does not adequately mitigate the risk of harm to you or other members of the university community. You also have the

option of speaking with trained counselors who can maintain confidentiality. [UB's Options for Confidentiality Disclosing Sexual Violence](#) provides a full explanation of the resources available, as well as contact information. You may call UB's Office of Equity, Diversity and Inclusion at 716-645-2266 for more information, and you have the option of calling that office anonymously if you would prefer not to disclose your identity.

Technology Recommendations

To effectively participate in this course, regardless of mode of instruction, the university recommends you have access to a Windows or Mac computer with webcam and broadband.

Additional Optional Text: For this class, you should have access to (insert specific requirement here). Access is available (insert where on campus/how) or (recommended) students can purchase the (repeat specific requirement here) (insert where to purchase).

COURSE SYLLABUS

CEP # **XXX** | Section **XXX** | Course Title | Semester Year |
Instructor

Tentative Course Schedule

Unit	Topic(s)	Assignments
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Week 7		
Week 8		
Week 9		
Week 10		
Week 11		
Week 12		
Week 13		
Week 14		

Unit	Topic(s)	Assignments
Week 15		

**Instructor reserves the right to make adjustment to syllabus as necessary.

Important Dates @ UB – Spring 20XX Semester

Date	Event
	Classes Begin
	Spring Recess
	Classes Resume
	Last Day of Classes
	Reading Days
	Semester Final Examinations
	Commencement Weekend

*Always check the Office of the Registrar Site at
<http://registrar.buffalo.edu/calendars/index.php> for official dates*