[Insert Campus LOGO]

Syllabus for [Course Title]

[Credits]  
[Course Department and Number]   
[Semester]

Instructor: [Include Name and Title (Aligns with OSCQR standard [1.10](https://oscqr.suny.edu/standard10/)). **Remove this text.**]  
Instructor Phone:  
Instructor Email:   
Office Hours:  
Course Format: Online (Aligns with OSCQR standard [1.7](https://oscqr.suny.edu/standard7/)). **Remove this text.**)  
Meeting Times/Location: [For online courses, list any required synchronous meeting times before the beginning of the course (Aligns with OSCQR standard [6.48](https://oscqr.suny.edu/standard48/)). **Remove this text.**]   
Semester Start Date:  
Semester End Date:

# Course Description

[Provide the full course description, or academic bulletin course description. (Aligns with OSCQR standard [1.2](https://oscqr.suny.edu/standard2/)). **Remove this text.**]

# Basic Needs Statement

To learn effectively you must have basic security: a roof over your head, a safe place to sleep, enough food to eat. If you’re having trouble with any of those things, please contact XX and/or me. Together we can work to make sure those needs are met.

[Customize this statement, and add your appropriate campus contact for these student support services. (Aligns with OSCQR standard [1.1](https://oscqr.suny.edu/standard1/)). **Remove this text.**]

# Learning Objectives

[List the key course learning objectives. Include any approved outcomes and competencies from your department or accrediting body, or general education requirements. Course objectives/outcomes are clearly defined, observable, and aligned with learning activities and assessments. (Aligns with OSCQR standard [1.9](https://oscqr.suny.edu/standard9/)). **Remove this text.**]

# Co/Prerequisites

[Include co/prerequisites if applicable. **Remove this text.**]

# Course Materials

[Provide your full list of course materials and required texts. Include ISBN numbers. Consider the use of Open Educational Resources (OER) that are low/no cost, accessible, and openly licensed. Check with your campus, department, or online learning supports for any campus OER initiatives, or guidance. See also [SUNY OER Services.](https://oer.suny.edu/) (Aligns with OSCQR standards [1.8](https://oscqr.suny.edu/standard8/), [4.32](https://oscqr.suny.edu/standard32/)). **Remove this text.**]

# Technology Requirements

[Include all technology requirements, including information on mobile and tablet access. Include links to all technology tools and software used in the course, as well as links to their privacy policies. Check with your campus to confirm that tools are supported and meet accessibility standards. Be sure to include information on available technical support for the specific tools used, as well as campus help desk information. (Aligns with OSCQR standards [1.8](https://oscqr.suny.edu/standard8/), [2.11](https://oscqr.suny.edu/standard11/), [2.14](https://oscqr.suny.edu/standard14/), [2.15](https://oscqr.suny.edu/standard15/)). **Remove this text.**]

Campus Tech Support Phone: [Tech help desk phone (Aligns with OSCQR standard [1.6](https://oscqr.suny.edu/standard6/)).]  
Campus Tech Support Website: [Campus tech help desk website link (Aligns with OSCQR standard [1.6](https://oscqr.suny.edu/standard6/)).]

# Regular and Substantive Interaction

As your instructor, I plan to interact and engage with each of you on a regular basis throughout the term to support your learning. I will provide direct instruction related to the course’s learning objectives, respond to your questions, grade and/or provide feedback on your submitted coursework, post regular announcements, and engage in the course discussion areas regarding academic course content when appropriate.

[Customize this statement. (Aligns with OSCQR standards [1.3](https://oscqr.suny.edu/standard3/), [4.29](https://oscqr.suny.edu/standard29/), [5.38](https://oscqr.suny.edu/standard38/), [5.39](https://oscqr.suny.edu/standard39/), [5.41](https://oscqr.suny.edu/standard41/), [5.43](https://oscqr.suny.edu/standard43/)). **Remove this text.]**

# Course Expectations and Learning Activities

[Include a list of all course learning activities, such as readings, videos, audio, presentations, discussions, reflections, assignments, projects, assessments, etc. Below are some common and suggested learning activities for you to adapt to your course activities.[Provide a list of expectations and activities. (Aligns with OSCQR standard [4.29](https://oscqr.suny.edu/standard29/), [4.30](https://oscqr.suny.edu/standard30/), [4.31](https://oscqr.suny.edu/standard31/)). **Remove this text.**]

## Discussions

[Discussions are important for learner-to-learner interaction, online learning engagement, and instructor-to-learner interaction, which is a required element of the Regular and Substantive Interaction federal regulation that distinguishes an online distance learning education course from a correspondence course for financial aid purposes. Online discussions/interactions help learners develop and feel a sense of class community as they interact, collaborate, and share ideas about course topics. Provide a description of the online discussions in the course and expectations for these activities.(Aligns with OSCQR standard [5.41](https://oscqr.suny.edu/standard41/), [5.42](https://oscqr.suny.edu/standard42/), [5.43](https://oscqr.suny.edu/standard43/)). **Remove this text.**]

## Journals

[Journals provide an opportunity for learner self-reflection, which can be used to encourage deeper thinking and metacognition to improve learning. Provide a description of any journaling activities in the course and expectations for these activities.(Aligns with OSCQR standard [5.47](https://oscqr.suny.edu/standard47/)). **Remove this text.**]

## Assignments/Projects

[Assignments, projects, and small group collaborative activities provide opportunities for learners to apply what they are learning and to demonstrate their thinking and understanding of course concepts/ materials/ topics. Assignments and projects provide opportunities for feedback, peer- and self-assessment, and evaluation. Provide a description of any assignments or projects in the course and expectations for these activities.(Aligns with OSCQR standard [5.45](https://oscqr.suny.edu/standard45/)). **Remove this text.**]

## Readings/Lectures

[Engagement with content (Learner-Content interaction) presented in an online course presents learners with information sources that they can refer to as they actively engage in other course activities, such as online course discussions, written assignments, projects, reflections, and assessments. Provide a description of any content, e.g., readings, lectures, presentations, videos, audio podcasts, etc., in the course, and expectations for the use of these materials and activities around them.(Aligns with OSCQR standard [4.29](https://oscqr.suny.edu/standard29/)). **Remove this text.**]

## Quizzes/Tests/Assessments

[Quizzes/Tests/Assessments can assist in understanding learning progress, comprehension, and mastery, and can inform future teaching. Quizzes/Tests/Assessments can also be used formatively via self-assessments and peer evaluations. Provide a description of any quizzes/tests/assessments in the course and expectations for these activities.(Aligns with OSCQR standard [5.45](https://oscqr.suny.edu/standard45/)). **Remove this text.**]

## Learning Activity (Template for Copy and Paste)

[This is a templated section for you to use for any additional types of learning activities you may have, e.g., labs, studio sessions, simulations, performances, etc. Simply copy and paste section as needed. It is important to copy the title along with this text, and then edit the text for your added learning activities. This keeps built-in accessibility framework in place. (Aligns with OSCQR standard [4.29](https://oscqr.suny.edu/standard29/)). **Remove this text.**]

## Participation Expectations

[Include specific expectations regarding course discussions and interaction. Include communication expectations here, including your response times to communications and grading turnaround time. (Aligns with OSCQR standards [5.38](https://oscqr.suny.edu/standard38/), [1.8](https://oscqr.suny.edu/standard8/), [5.39](https://oscqr.suny.edu/standard39/), [6.48](https://oscqr.suny.edu/standard48/)). **Remove this text.**]

## Feedback and Suggestions

[Include specific ways students can provide you with course feedback and suggestions, and report issues. (Aligns with OSCQR standards [6.50](https://oscqr.suny.edu/standard50/)). **Remove this text.**]

## Evaluation and Grading Scale

[Below are example course grading weights and a grading scale. Edit the tables below according to your course evaluation scheme and college/department scales. Map your course learning activities to your course objectives and list the weights of each type of activity. There is a section below specifically for your late-work policy. To maintain the accessibility of this table, do not merge cells. Be sure to check the accessibility of the table if you alter them. (Aligns with OSCQR standards [5.39](https://oscqr.suny.edu/standard39/), [6.44](https://oscqr.suny.edu/standard44/)). **Remove this text.**]

## Grading Weights:

| **Category** | **% Of Grade** | **Grade Items**  **(Learning Activities)** | **Associated Learning  Objectives/Outcomes** | |
| --- | --- | --- | --- | --- |
| **Discussions** | 20% | 1. List related tasks (Activities, Assignments, Assessments) | * List related course objective(s). | |
| **Written Assignments** | 20% | 1. List related tasks (Activities, Assignments, Assessments) | * List related course objective(s). | |
| **Projects/ Group work** | 15% | 1. List related tasks (Activities, Assignments, Assessments) | * List related course objective(s). | |
| **Labs/ Studios** | 20% | 1. List related tasks (Activities, Assignments, Assessments) | * List related course objective(s). | |
| **Quizzes/ Tests** | 10% | 1. List related tasks (Activities, Assignments, Assessments) | * List related course objective(s). | |
| **Final** | 15% | 1. List related tasks (Activities, Assignments, Assessments) | * List related course objective(s). | |
| **TOTAL** | **100%** |  | |  |

## Grading Scale:

| **Letter Grade** | **% Grade** |
| --- | --- |
| A | 93%-100% |
| A- | 90%-92% |
| B+ | 87%-89% |
| B | 83%-86% |
| B- | 80%-83% |
| C+ | 77%-79% |
| C | 73%-76% |
| C- | 70%-72% |
| D | 67%-69% |
| D- | 63%-66% |
| E | 60%-62% |
| F | <60 |

[Adjust these tables to the course/department/campus weights/scales. **Remove this text.]**

## Course Schedule

[A course schedule helps learners understand the pacing of the course and what to expect, so they can plan accordingly. Include overall course structure information, as well as information about the activities in each course module, e.g., start and end dates of the module, with all activities, projects, assessments listed. Modules should have short meaningful names to provide logic, context, and organization, not just “Module 1, Module 2…” Include all on-and offline activities, due dates, readings, and other course activities and deliverables with due dates. You may want to leverage the LMS calendar/scheduling tools to facilitate creating and managing your course schedule.

Below is a templated section for you to use for each of the course modules in the course. (Aligns with OSCQR standard [1.2](https://oscqr.suny.edu/standard2/)). **Remove this text.**]

## Module X: Topic (Dates)

[This is a templated section for you to use for each of the course modules in the course.Copy, paste, modify, and adapt this Course Module Template according to your needs and number of course modules. Add text by copying and pasting, or remove text by deleting. Duplicate the entire Course Module including “MODULE X:TOPIC (DATES)” and the bulleted text in this section, and then change it according to your module. **Remove this text.**]

* **Activities/Assignments due xx**
  + Watch/Read due x/xx
  + Discussion first response due x/xx
  + Discussion replies due x/xx
  + Written Assignment due x/xx
  + Group Project due x/xx
  + Journal/Reflection due x/xx
  + List item
* **Assessments due xx**
  + Self-Assessment due x/xx
  + Peer Evaluation due x/xx
  + List item

# Course Policies

## Late Work/Make-up Policy

[Include policy on late work and make-up work here. (Aligns with OSCQR standard [6.44](https://oscqr.suny.edu/standard44/)). **Remove this text.**]

## Online Attendance Policy

[Include information or a link to campus policy for online attendance. Include expectations for logging in, checking email, and notifications, etc. Include any policy on missing synchronous sessions. (Aligns with OSCQR standards [1.3](https://oscqr.suny.edu/standard3/), [1.5](https://oscqr.suny.edu/standard5/)). **Remove this text.**]

## Netiquette

[Add your own course netiquette expectations. Include a link to your campus code of conduct information. Consider co-creating agreed upon standards for interactions in the course with course participants. (Aligns with OSCQR standard [5.39](https://oscqr.suny.edu/standard39/)). **Remove this text.**]

## Additional Course Policies and Procedures

[Include additional course-specific policies and procedures not covered in other parts of the syllabus. Remove this section, if not applicable. Make sure you adapt the title of this section to fit your course-specific needs. (Aligns with OSCQR standard [1.5](https://oscqr.suny.edu/standard5/)). **Remove this text.**]

# Campus Policies

## Academic Bulletin

[Include a link to Campus Academic Bulletin. (Aligns with OSCQR standard [1.5](https://oscqr.suny.edu/standard5/)). **Remove this text.**]

## Withdrawal and Drop Date Policy

[Include the link to the Withdrawal and Drop Date campus policy/information. Include course-specific information, if applicable. (Aligns with OSCQR standard [1.5](https://oscqr.suny.edu/standard5/)). **Remove this text.**]

## Academic Integrity and Plagiarism

[Include a link to campus integrity and plagiarism policies/information. Add your own course-specific policy, or expectations, if applicable. (Aligns with OSCQR standards [1.5](https://oscqr.suny.edu/standard5/), [6.44](https://oscqr.suny.edu/standard44/)). **Remove this text.**]

## Technology Acceptable Use Policy

[Include a link to the campus Acceptable Use (AU) Policy. (Aligns with OSCQR standard [1.5](https://oscqr.suny.edu/standard5/)). **Remove this text.**]

## Copyright Policy

[Include a link to campus Copyright Policy. Add your own course-specific policy, or expectations, if applicable. **(**Aligns with OSCQR standards [1.5](https://oscqr.suny.edu/standard5/), [4.33](https://oscqr.suny.edu/standard33/)). **Remove this text.**]

## Procedures for Resolving Academic Grievances

[Include a link to campus information on the process for initiating and resolving Academic Grievances. (Aligns with OSCQR standard [1.5](https://oscqr.suny.edu/standard5/)). **Remove this text.**]

## Reasonable Accommodations

[Include a link to campus Reasonable Accommodation Statement. Include ADA/504 compliance statement and link, as well as campus Disability Center contact information. (Aligns with OSCQR standard [1.5](https://oscqr.suny.edu/standard5/)). **Remove this text.**]

## Code of Conduct

[Include a link to campus Code of Conduct Policy and any additional related information. (Aligns with OSCQR standard [1.5](https://oscqr.suny.edu/standard5/)). **Remove this text.**]

## Additional Policies

[Include links to additional relevant Campus Policies here. Duplicate this section as need to accommodate any additional relevant policies. (Aligns with OSCQR standard [1.5](https://oscqr.suny.edu/standard5/)). **Remove this text.**]

# Resources

## Department and Program InfoRMATION

Department Phone Number: [(Aligns with OSCQR standard [1.10](https://oscqr.suny.edu/standard10/)). **Remove this text.**]

Department Email Address: [(Aligns with OSCQR standard [1.10](https://oscqr.suny.edu/standard10/)). **Remove this text.**]

Program Phone Number: [(Aligns with OSCQR standard [1.10](https://oscqr.suny.edu/standard10/)). **Remove this text.**]

Program Email Address: [(Aligns with OSCQR standard [1.10](https://oscqr.suny.edu/standard10/)). **Remove this text.**]

## Other Resources

[Disability Resource Center link. (Aligns with OSCQR standard [1.5](https://oscqr.suny.edu/standard5/)). **Remove this text.**]

[The Writing Center link. (Aligns with OSCQR standard [1.6](https://oscqr.suny.edu/standard6/)). **Remove this text.**]

[Library Resources link. (Aligns with OSCQR standard [1.6](https://oscqr.suny.edu/standard6/)). **Remove this text.**]

[Counseling Center link. (Aligns with OSCQR standard [1.6](https://oscqr.suny.edu/standard6/)). **Remove this text.**]

[Tutoring Services/Center link. (Aligns with OSCQR standard [1.6](https://oscqr.suny.edu/standard6/)). **Remove this text.**]

[Technology Supports. (Aligns with OSCQR standards [1.6](https://oscqr.suny.edu/standard6/), [1.8](https://oscqr.suny.edu/standard8/)). **Remove this text.**]

[Help Desk. (Aligns with OSCQR standards [1.6](https://oscqr.suny.edu/standard6/), [1.8](https://oscqr.suny.edu/standard8/). **Remove this text.**]

[Office of Diversity and Inclusion link. (Aligns with OSCQR standard [1.5](https://oscqr.suny.edu/standard5/)). **Remove this text.**]