[**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. Elements of the syllabus template are a combination of required 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.]

## Maintaining Public Health

To protect the health of everyone in this class, all students are required to wear a mask or other face covering while inside campus buildings. Your mask must adequately cover both your nose and mouth. This is in keeping with the College’s fall 2021 policy of an on-campus, indoor mask requirement for everyone, including those who have been fully vaccinated. A student who comes to class without a mask will be required to obtain one before returning to class. A limited number of masks may be available at designated locations on campus. Any student who refuses to wear a mask or face covering may not enter the classroom nor participate in the class. There will be no exemptions or waivers of the 100% compliance mask policy. Continued refusal to wear a mask or face covering will be reported to the Student Conduct Office based on Student Conduct Code’s “Non-Compliance with Official Requests” (which includes public health policy). Masks are for both your own and for others’ safety and wellbeing – please remember our campus commitment to the “We Not Me” approach, and take this simple step to protect yourself and others.

Students with temporary illnesses must work with professors and make arrangements to make up coursework.

For more information about The Pledge and expectations, go to “[**Protect New Paltz: A Pledge to Stop the Spread of COVID-19**](https://www.newpaltz.edu/media/corona-virus/ProtectNPpledge21-22.pdf).”

# Course number and title

## Course Details

### Credit Hours:

*[Provide the number of credit hours for this course. NYS requires 45 hours of learning time, or “*[**time on task**](http://www.nysed.gov/college-university-evaluation/distance-education-program-policies)*,” per credit. For classroom-based courses, this generally means 15 hours of instruction plus 30 hours of out-of-class work/study per credit. For online courses, instructors should calculate how much time a student performing satisfactorily would take to complete the work of the course. A 3-credit, 15-week course requires 9 hours of learning time per week.]*

### 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:

See [**Teaching Modality Matrix**](https://www.newpaltz.edu/media/online/Fall2020-course-modalities-chart.pdf)

* *[State the delivery model of course: Fully Seated, Hybrid, Extended Virtual, Online Asynchronous, Online Synchronous.*
* *List the approximate length, dates, and number sessions per term with scheduled dates that meet Fully Seated, Hybrid, Extended Virtual, or Online Synchronous modalities in this section or on course schedule below.*
* *If all students will not attend all sessions in the same way or at the same time for social distancing reasons, provide guidance about how students will know when they should attend and how they should attend (in person, virtually, etc.).*
* *For all course modalities, state the approximate number of modules to complete and the estimated average time to complete them.*
* *State your chosen Web Conference Platform.* [***Collaborate Ultra***](https://newpaltz.teamdynamix.com/TDClient/1905/Portal/KB/?CategoryID=17236) *and* [***WebEx***](https://newpaltz.teamdynamix.com/TDClient/1905/Portal/KB/?CategoryID=17236) *are campus-supported platforms.]*

### Pre/Co-requisites:

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

## Instructor Details

### Instructor Name:

### Instructor Email:

### Office Location:

### Office Hours:

## Course Description

*[Exactly 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. Describe observable, measurable actions or behaviors.]*

## Reading Materials

*[Include sample 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 would be stated in the syllabus.]*

## 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*
* *Participation = 20 points*
* *TOTAL POINTS = 400 points]*

### Grade Scale (by percentage)

*A 100.00 – 93.00 A- 92.9 – 90.00*

*B+ 89.9 – 87.10 B 87.00 – 83.00*

*B- 82.9 – 80.00 C+ 79.9 – 77.10*

*C 77.00 – 73.00 C- 72.9 – 70.00*

*D+ 69.9 – 67.10 D 67.00 – 60.00*

*F Below 60*

### Last Day to Withdraw without Grade Penalty

Academic Year 2021 – 2022: Fall semester, the date around October 29; Spring semester date around March 27.

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

*[Note the link embedded in “Campus Policies,” which you may use in lieu of listing the following seven statements individually.]*

### 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 [**undergraduate**](http://www.newpaltz.edu/ugc/policies/policies_integrity.html) and [**graduate academic integrity policies**](https://catalog.newpaltz.edu/graduate/graduate-academic-policies-handbook/academic-policies-procedures/academic-integrity/) are published in the respective catalogs. Sojourner Truth Library’s website contains several excellent resources to help with [**avoiding plagiarism**](http://lib.newpaltz.edu/assistance/plag.html).

### Reasonable accommodation of individuals with disabilities statement

Students needing classroom and/or testing accommodations related to a disability should contact the [**Disability Resource Center**](http://www.newpaltz.edu/drc/) (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 Jean Vizvary, Director ([**vizvaryj@newpaltz.edu**](mailto:vizvaryj@newpaltz.edu)).

### 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 (spouse or child, regardless of age) during their transition from military life to student life. Military-Affiliated students who need assistance while attending SUNY New Paltz may refer to [**OVMS’s website**](http://www.newpaltz.edu/veterans/); call 845-257-3120, -3124 or -3074; e-mail [**np-vms@newpaltz.edu**](mailto:np-vms@newpaltz.edu); or stop by the Student Union, Room 100 South.

### Computer and network policies statement

Users of New Paltz’s computer resources and network facilities are required to comply with the [**Acceptable Uses and Privacy Policy**](https://newpaltz.teamdynamix.com/TDClient/KB/ArticleDet?ID=20993) and other [**institutional policies**](http://www.newpaltz.edu/itpolicy) related to computer and internet access and usage.

### Identity verification policy statement for online courses

New Paltz’s [**Online Identity Verification Policy**](https://www.newpaltz.edu/ugc/policies/policies_onlineverification.html) 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.

### 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. The Office of Human Resources, Diversity & Inclusion can provide more information on [**Title IX reporting and support**](https://www.newpaltz.edu/titleix/) as well as the College’s [**Consensual Relationships Policy**](http://www.newpaltz.edu/hr/policies.html).

### 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: Fall 2021, November 24 – December 8; Winter 2022, January 11 – January 16; Spring 2022, April 27 – May 11.

## Summary of Topics Covered and Course Schedule

*[Include a sample schedule with specific dates of class meetings, reading 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.]*

Note for fall courses: *No tests, quizzes, or graded material should be issued or due on* [**Black Solidarity Day**](https://www.newpaltz.edu/ugc/policies/policies_blacksolidarity.html), *the first Monday of November. Students who plan to participate in Black Solidarity Day should notify their professors beforehand and will not be held accountable for their absence.*