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**Instructor:**

**Email:**

**Office:**

**Office Hours:**

**Office Phone:**

**Course description**

Use the course description in the current SUNY OW catalog.

**Prerequisites**

List any prerequisites.

**Course objectives and student outcomes**

Use active *student learning outcomes* language (e.g. demonstrate knowledge of, develop, identify, describe, critically engage, analyze). If your course has a Liberal Education Curriculum (LEC) designation, make sure your objectives meet the criteria as outlined in the LEC guidelines <https://www.oldwestbury.edu/academics/liberal-education>. If your program is accredited or seeking accreditation, these outcomes may require specific language. Check with your department to make sure your outcomes and ways to measure them meet any accreditation criteria. If this is an internship class, additional disclosure language may be necessary; check with your department.

**Textbook(s)**

Describe the book(s) or reading material; consider putting a picture of the book(s). If more readings will be provided via printouts or on Blackboard, state that. Specify which books are required and which are optional.

**Course Website**

Discuss Blackboard, give link (<https://bboldwestbury.sln.suny.edu/>). Consider including language about IT: If you need help with technology, you can visit the IT service desk on the ground floor of the New Academic Building, or call them: (516) 876-3098.

**Grading (describe what score is an A, A-, B+, etc.)**

Describe your grading scheme. Describe your conditions for incomplete grades, and the process by which you provide expectations for the incomplete (email agreement, contract, etc.), and the deadline for the work to be completed.

*Language from the Course Catalogs regarding incomplete grades:*

A grade of Incomplete (I) may be assigned by the instructor when:

* extenuating circumstances, such as accident or illness, make it impossible for the student to complete the course work by the end of the semester;
* the student has completed most of the course work at a passing level;
* the instructor expects that the student will be able to complete the remainder of the course requirements by the end of the following semester.

A grade of I remains in effect for one semester. A student must make appropriate arrangements with his/her instructor to complete the course requirements. The instructor will inform the student concerning the specific scope and nature of the work that must be completed. To certify fulfillment of course requirements, the instructor is expected to submit a letter grade by the end of the following semester. If the instructor does not submit a grade, the Registrar will automatically assign a grade of F. Students who are completing an incomplete should not re-register for that course in the semester that they are completing the incomplete.

**Course requirements**

Assignment points

Assignment points

Assignment points

Assignment points

Assignment points

Total points points

**Exams and dates**

List exams and dates. Consult <https://www.oldwestbury.edu/academics/registrar/class-schedule> for mid-term and final exam schedules. College policy requires faculty to follow the exam schedule as distributed.

**Class participation**

If participation is included in grading, describe what constitutes good participation. Describe whether this includes attendance, active learning, discussing and asking questions, or any other activities. If you have an attendance policy connected to the final grade (e.g., missing a certain number of courses means a drop in the final grade), state it clearly. ***Sample language for respectful classrooms:*** “Most students find the material challenging and my job is to make the class time so useful that there is no time to email, text, IM, tweet, surf or whatever. You may bring laptops to class and I just assume that you will turn off all other modes of communication and use it only for taking notes. Watching a movie during class or surfing the web can be distracting to those around you. We call this a negative externality. If someone’s behavior is disturbing you, please let me know. It is important that we respect everyone’s learning environment.”

**Student and Faculty Responsibilities**

Consider outlining what responsibilities you think students have in this course, and what responsibilities you think you have in this course.

**Other assignments**

Describe what you want from the assignment, presentation, or exam -- when it is due, how it is due (printed, emailed, submitted through Blackboard), how you want it formatted (e.g. Typed? Stapled? References? Margins? Font?). State whether it is independent or group work.

**Extra credit**

Do you offer it? Describe how/what you offer. If not, think about stating that.

**Accommodations for Students with Disabilities**

If you have or suspect you may have a physical, psychological, medical or learning disability that may impact your course work, please contact

Stacey DeFelice, Director

The Office of Services for Students with Disabilities (OSSD),

NAB 2065

Phone: 516-628-5666, Fax (516) 876-3005, TTD: (516) 876-3083.

E-mail: [defelices@oldwestbury.edu](mailto:defelices@oldwestbury.edu)

The office will help you determine if you qualify for accommodations and assist you with the process of accessing them. All support services are free and all contacts with the OSSD are strictly confidential. SUNY/Old Westbury is committed to assuring that all students have equal access to all learning and social activities on campus. More information about the OSSD can be found at their webpage:

<https://www.oldwestbury.edu/academics/support/OSSD>

**Course Policies**

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| --- | --- |
| **Contact Policy** | Describe any policies regarding contact between you and the students. Email format, response time, etc. State whether you require students to use school email. |
| **Changes** | The instructor reserves the right to make changes to the schedule and content. Insert language about how students will be notified about changes. |
| **Formatting** | Describe the format expected for any assignments. |
| **Late Work** | Describe late work policy. |
| **Exam and Assignment Makeup Policy** | Describe any other makeup policies. |

**Course Withdrawal**

Consider alerting students as to whether you will approve withdrawals after the 7th week.

Here is the Registrar’s webpage and language regarding withdrawals.

<https://www.oldwestbury.edu/academics/registrar/withdrawals>

Language from the Registrar: After the end of the add/drop period and up to the seventh week of classes, a student may withdraw from one or more courses without instructor approval, by completing a withdrawal form.  To access the withdrawal form:

1. Login to the [connect.oldwestbury.edu](https://connect.oldwestbury.edu/) portal.

2. Click on the "Registration" icon.

3. Use the withdrawal form located in the "Forms" section (likely located in the lower right hand corner of the webpage).

After the seventh week of classes, the online withdrawal process will require instructor approval.

The deadline to withdraw from classes is published in the Fall or Spring Semester *Dates, Deadlines and General Information*.  Nonattendance in classes does not constitute withdrawal.

**SUNY OW College Library**   
[http://libguides.oldwestbury.edu](http://libguides.oldwestbury.edu/) Phone: (516) 876-3150 Text: (516) 279-5084

The College Library is located in the L-Section of the Campus Center and is open year-round. 90 computer access terminals and 6 Mac stations are located on the main floor, including two black and white printers, a color printer, a photocopier, and a scanner *(flash drive required for saving documents)*. Our extensive collection of resources includes over 150 online databases which provide electronic access to thousands of scholarly journals, trade journals, magazines, newspapers, statistics, and country and company reports, over 200,000 circulating print and electronic books, reference volumes, electronic encyclopedias, reserve textbook for many courses, print periodicals, microfilm, DVDs, and streaming online video content. Library services include reference consultations, library instruction workshops, interlibrary loan, private and group study rooms, CMC (Curriculum Materials Center), notary public, and much more.

**Tutoring Center**

Location: Campus Center, H200. Website: <https://www.oldwestbury.edu/academics/tutor>

The Tutoring Center provides free peer tutoring to Old Westbury students for SUNY Old Westbury courses.  Students can receive assistance through one-on-one tutoring, mentoring, group study sessions, handouts or workshops. Walk-ins are welcome.  Please check <https://www.oldwestbury.edu/academics/tutor/course-schedule>for details on hours and availability.

**Writing Center**

Location: Main floor of the Library in Campus Center (room L-242) Phone: 516-876-3093

Website: <https://www.oldwestbury.edu/academics/support/writing>

The Writing Center provides free writing assistance and free non-credit writing workshops for Old Westbury students, faculty, staff, and alumni. You can make an appointment at <https://oldwestbury.mywconline.com/> or stop by the Writing Center located in room L-242 on the main floor of the Library in Campus Center. (Input Hours for the Semester)

**Math Learning Center**

Location: Main floor of the Library in Campus Center (room L-242) Phone: (516) 628-5622

Website: <https://www.oldwestbury.edu/departments/mathematics/mlc>

Staffed by professional and peer tutors, the Math Learning Center (MLC) provides freetutoring and support services for students enrolled in mathematics courses at SUNY Old Westbury. The MLC also houses a library of textbooks for use in the Math Learning Center. Current hours are posted outside the Math Learning Center.  The Center is closed during the Summer and Winter Sessions. (Input Hours for the Semester)

**Online Tutoring Available for Students**

The College offers free online tutoring to students from Pearson/Smarthinking. The tutoring is on topics in Mathematics, the Sciences, Business, and using MS Office, and, over the Summer the Online Writing Center is open as well. Students can use up to 6 hours without restriction, and if they use that up, they can request more. Students access the service via a link in their homepages in Blackboard.

**SUNY COLLEGE AT OLD WESTBURY POLICY ON ACADEMIC INTEGRITY**

The College’s Academic Integrity Policy is available at

<https://www.oldwestbury.edu/policies/academic-integrity>

**Administered by the Office of Academic Affairs: S**tudents are expected to maintain the highest standards of honesty in their college work. Any act which attempts to misrepresent to an instructor or College official the academic work of the student or another student, or an act that is intended to alter any record of a student’s academic performance by unauthorized means, constitutes academic dishonesty. Cheating, forgery and plagiarism are considered serious offenses and are subject to disciplinary action. Sanctions for a breach of academic integrity may include academic sanctions decided by the instructor, including failing the course for any violation, to disciplinary sanctions ranging from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, collaboration, or any other form of cheating, consult the course instructor. Ignorance of the Academic Integrity Policy is never an acceptable excuse.

**Cheating:** Cheating is defined as giving or obtaining information by improper means in meeting any academic requirements. Examples of cheating, although not inclusive, include: unauthorized giving or receiving of information for an examination, paper, laboratory procedure, or computer assignment (file or printout); taking an examination for another student or allowing another student to take an examination for you; altering or attempting to alter a grade either on graded work or in an instructor’s records or on any College form or record.

**Forgery:** Forgery is defined as the alteration of college forms, documents, records, or the signing of such forms or documents by someone other than the proper authority.

**Plagiarism:** Plagiarism is defined as the use of material from another author whether intentional or unintentional, without referencing or identifying the source of the material. If students have any questions as to what constitutes plagiarism, it is their responsibility to get clarification by consulting with the appropriate instructor.

**Semester Year Course Calendar**

**Include some sort of course calendar**

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| **Topic** | **Date/Week** | **Assignments** | **Due Date** |
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The course calendar is subject to change. The instructor will notify students via (describe how you notify students: email, Blackboard, during class, etc.) if any changes are made. Students are responsible for those changes.