*This course is offered through the*

[***School of Arts and Sciences***](https://artsandhumanities.buffalostate.edu/)

**SYLLABUS**

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| --- | --- |
| **Course Number: Insert** | **Course Name: Insert** |
| **Semester: Insert** | **CRN: Insert** |
| **Schedule: Insert class day/time** | **Mode: Insert Traditional, Hybrid, Hybrid Plus, or Online** |
| **Instructor: Insert** | **Email: Insert** |
| **Office Hours: Insert or by appointment** | **Office Location: Insert** |
| **Phone: Insert** |  |

Course Description: Insert verbatim from catalog

Prerequisite Courses: Insert verbatim from catalog  
Enrollment Restrictions: Insert as needed (majors, junior-senior, GPA, etc.) or indicate n/a

Learning Outcomes for this Course: On completion of this course, students will be able to:

Insert **learning outcomes** verbatim from approved course proposal. Include **Intellectual Foundations learning outcomes** for IF courses. If the department's course proposal does not list IF learning outcomes, insert them verbatim from www.buffalostate.edu/intellectualfoundations/x460.xml]

## Course Format

## Course Requirements:

Required—Insert name of required text(s) and list any other required course materials

Recommended Supplemental Materials—Insert as needed, or indicate n/a

Professional Materials and/or Fees for This Course—Insert as needed, or indicate n/a

Assignments—Insert as needed, e.g., term paper, group work, exam formats (objective item, short answer, essay), and field work, if applicable, can be described in this section

Brightspace: Students have access through Blackboard for all courses in which they are enrolled. Optional: Instructors may add information on how students can use Brightspace for this course; i.e., to obtain assignments, find reading material, participate in discussion forums, turn in work, exchange e-mail with instructor and other students, see posted grades, read course announcements, etc. Alternatively, instructors may include a statement in this space that they do not use Brightspace for this course.

**Course Schedule:** The following is a tentative course outline for this semester/term. The instructor may adjust content, assignments, and due dates to accommodate changing needs during the semester.

Insert one of the following: (1) A detailed **day-to-day outline** with assignments and due dates, or (2) a **topical outline** of the course content. Either format must include **course content** and **assessment tools** that are consistent with the approved course proposal on file in each department. This section will be used for couse/program assessment and accreditation.

Sample content: Date / Topic / Assignment or activity / Readings prior to this class / Quiz or exam / Work due this day in class. Cut & Paste: Instructors can type the schedule in this block or create the schedule in a separate document and then copy it into this block. (This template uses 10-point Calibri font.)

**Evaluation and Attendance**

**Grades:** Insert an explanation of the basis on which the grade in the course will be assigned and the relative weight of each assessment (e.g., tests (number and frequency), course work, written work, performance of outside activity (number of hours and location). Indicate a grading scale (i.e., A– E) (including +/- grades, if appropriate). Optional: Consider including language that addresses evaluation components that go beyond those listed above (i.e., tests, written work); such as, information on assignment format and submission processes, how late/missed work will be addressed, procedure for announcing course changes, the process for grade distribution (in compliance with FERPA), and grading/evaluation rubrics or assignment guidelines.

**Attendance:** Insert an explanation of what constitutes attendance and/or active participation within your course. Indicate the specific consequences of unexcused absences and/or inactive participation from the course (e.g., lower grades, request for explanation, expectation that the work will be made up, or action consistent with the total course performance, etc.).

In addition to the required syllabus components above, see the School of Arts and Sciences Suggested Syllabus Content document for additional optional content. That document also includes as optional Student Acknowledgement form.