

**Course Number and Title**:

**Department Name**:

**Semester and Year**:

**Class location**: [physical room or if online include UB Learns]

**Format**: [seated, online, hybrid, hyflex]

**# Credits**:

**Prerequisite(s)**: [clear description of prerequisite coursework or knowledge expected prior to start the course.]

**Instructor(s) of Record**:

**Office**:

**Phone Number**:

**Email**:

**Office Hours**: [Include zoom link if hosting these meetings online]

**Teaching Assistant (TA)**:  
**TA Office**:  
**TA Phone Number**:

**TA Email**:

**TA Office Hours:** [Include zoom link if hosting these meetings online]

As a student in this class, you are responsible for knowing all of the information in this syllabus. Please take the time to carefully and thoroughly read over the entire document and then ask questions that you may have about the schedule, course policies, etc.

# 1. Course Description

Click here to enter your course description. This should conform to the official description for the course.

# 2. Course Objectives, Competencies, Instructional Method(s), Assessment Methods

|  |  |  |  |
| --- | --- | --- | --- |
| Objective | Accreditation/Program Competency | Instructional Method(s) | Assessment Method(s) |
| Click here to enter text. | [Download your competency online](http://sphhp.buffalo.edu/home/information-for-faculty-staff/syllabus-template.html)  Click here and enter your competency numbers. | Choose an item. | Choose an item. |
| Click here to enter text. | Click here and enter your competency numbers. | Choose an item. | Choose an item. |
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| Click here to enter text. | Click here and enter your competency numbers. | Choose an item. | Choose an item. |

# 3. Textbooks, Equipment, Required Technologies

| Resource | Required | Notes |
| --- | --- | --- |
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## 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. Your best opportunity for success in the blended UB course delivery environment (in-person, hybrid and remote) will require the minimum capabilities listed on the [UB Student Computer Standards website](http://www.buffalo.edu/ubit/service-guides/hardware/getting-started-with-hardware/purchasing-or-using-an-existing-computer.html).

[Delete if not Applicable] *Optional Text for Additional Technology Needs:*

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

## Course-Related Fees [Delete if not applicable]

[Before any fees are levied for course activities, they must be fully approved according to UB and SUNY policies using the detailed process on the Administrative Services Gateway’s Develop and Manage State Fees page. For assistance, contact your chair and unit business officer.]

## Getting Help

* [UB Learns Contact Form](https://ubithelp--bmcservicedesk.na141.visual.force.com/apex/BMCServiceDesk__SelfServiceNew?fromSiteUrl=#/support/problem-requests/all?id=a3S4o000000DBmkEAG) : After this form is submitted, a member of the UB Learns support team will follow up with you within one business day. For support resources access the [UB Learns for Students resource page](http://www.buffalo.edu/ubit/service-guides/teaching-technology/learning-resources-for-students/ublearns.html).
* [UBIT Ticketing System](http://www.buffalo.edu/content/www/ubit/ubit-help) : Use this ticketing system to request support with your UBIT Name, connecting to UB’s networks, installing software, and computer troubleshooting.
* [UBIT Alerts Page](http://www.buffalo.edu/ubit/news/alerts.html) : UBIT Alerts informs the University at Buffalo community about information technology service outages and scheduled maintenance.
* CIT Help Desk Contact: call: 716-645-3542, or email: [cit-helpdesk@buffalo.edu](mailto:cit-helpdesk@buffalo.edu)
* Access the [UBIT resource page](http://www.buffalo.edu/ubit/get-help.html) for service guides, support contact information, UBIT Alerts, and IT Policies.

# 4. Course Learning Activities

Click here to enter text.

# 5. Course and Instructor Evaluations

You will be emailed at the end of the term asking you to evaluate the course. It is your responsibility as a student to complete course evaluations in a timely and professional manner for continuous quality improvement of our courses.

# 6. Grading

| Course Learning Activities | Due date | Percentage |
| --- | --- | --- |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

Total: 100%

## Final Grade Determination

Grades will be determined based on the following. Grades are calculated to one decimal place.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grade Range** | **Letter** |  | **Grade Range** | **Letter** |
| 92-100 | A |  | 72-77.9 | C |
| 90-91.9 | A- |  | 70-71.9 | C- |
| 88-89.9 | B+ |  | 68-69.9 | D+ |
| 82-87.9 | B |  | 60-67.9 | D |
| 80-81.9 | B- |  | 0-59.9 | F |
| 78-79.9 | C+ |  |  |  |

## Grade Disputes

If you wish to dispute the grade assigned on an any assessment, your dispute must be presented to the instructor IN WRITING within one week after the date when the grade is returned. You must include a specific rationale for why your answer is correct (e.g., a reference to a specific page in the textbook). Grade disputes at the end of the semester for past materials will not be accepted beyond the one-week period as indicated above.

# 7. Other Course Requirements

## Required Knowledge and Skills

As a student enrolled in this course, you should have access to a computer with high speed, broadband or DSL internet. Due to the nature of downloading and viewing rich media, dial-up connections are not recommended. You must have basic computer skills, such as word processing and some experience using the Internet. Check your internet capabilities before your class begins. More information can be found at [UBIT's Student Technology Guide](http://www.buffalo.edu/ubit/start.html).

## Classroom Content

Please be aware that classroom content may be recorded, and the recording may be placed in the course in UB Learns for other students to view. Questions you ask in class or interactions you have with the instructor or other students may be included in the recorded content.

## Attendance

[May add additional attendance policy information or modify the content below]

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, you must notify the instructor prior to the start of the class period 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.

# 8. Communication

Your UB email is the account I will use to send course-related materials.

**Email and Announcements (One to One and One to All):** [Highly recommended to use when sending out coursework and announcements] You can use the course in UB Learns to email instructors or students under the Email tab.

**Student to Instructor:** [This is suggested language that can be modified. Some faculty provide an example of what “business hours” means directly on the syllabus. Others don’t use 24 hours as the window for replying.]

Please send emails via UB learns and place the course number and name in the subject heading so it is easily identifiable as an email from a student about this course. Please sign your email with your UB person number. Emails should be written in full sentences and complete words as I may not be able to decipher shortcuts. I will make every effort to reply to emails within 24 business hours. If you do not hear back from me within 48 business hours, feel free to reach out again to make sure I received your email as email.

**Course Q&A Forum:** [This is optional and not standard]

Click here to enter text.

# 9. Policy Regarding Absences, Attendance, Assignments, and Exams

## Class Participation

[May modify or add to the content below]

The activities, materials, readings, and lectures for the week are structured for you to master the course material. Participation and engagement are expected. In the case of exceptional circumstances that result in you missing class, contact the instructor via email prior to the missed class. Missing work under these circumstances does not excuse you from any required assignments.

## Late Assignments

All assignments are due at the designated time and due date. [Include any other late policy information for the course]

Click here to enter more text.

## Exams and Final Exam

Click here to enter text.

# 10. University Policy on Incompletes in Courses

## University Policy on Incomplete Grades

A grade of incomplete (“I”) indicate that additional course work is required to fulfill the requirements of a given course. Students may only be given an “I” grade if they have a passing average in coursework that has been completed and have well-defined parameters to complete the course requirements that could result in a grade better than the default grade. An “I” grade may not be assigned to a student who did not attend the course. Prior to the end of the semester, students must initiate the request for an “I” grade and receive the instructor’s approval. Assignment of an “I” grade is at the discretion of the instructor.

The instructor must specify a default letter at the time the “I” grade is submitted. A default grade is the letter grade the student will receive if no additional coursework is completed and/or a grade change form is not filed by the instructor. “I” grades must be completed within 12 months. Individual instructors may set shorter time limits for removing an incomplete than the 12-month time limit. Upon assigning an “I” grade, the instructor shall provide the student specification, in writing or by electronic mail, of the requirements to be fulfilled, and shall file a copy with the appropriate departmental office.

Students must not re-register for courses in which they have received an “I” grade.

Applicable dates regarding the 12-month provision:

* Courses taken in **Fall** will default in 12 months on **December 31**
* Courses taken in **Spring** will default in 12 months on **May 31**
* Courses taken in **Summer** will default in 12 months on **August 31**

The “I” must be changed to a grade before the degree conferral date if the students plan to graduate in that semester. At any time prior to the default date, students may elect to change the “I” grade to the default grade using the [Grade Retrieval Form](https://registrar.buffalo.edu/forms/grade-retrieval.php).

A default grade can be “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D,” or “F.” (If a student selected an S/U grading option, it will replace the default letter grade when the grade defaults.)

# 11. Accessibility Resources

If you have any disability which requires reasonable accommodations to enable you to participate in this course, please contact the Office of Accessibility Resources on North Campus in 60 Capen Hall, 716-645-2608, or on South Campus at 1 Diefendorf Hall, (716) 645-2608, and also the instructor of this course during the first week of class. The office will provide you with information and review appropriate arrangements for reasonable accommodations, which can be found on the [Accessibility Resources site](https://www.buffalo.edu/studentlife/who-we-are/departments/accessibility.html).

# 12. Netiquette

This course may utilize UB Learns to facilitate online communication between course participants. Please keep in mind the following “Rules of Netiquette” when communicating online.

1. **The rules of the classroom are the same regardless of location.** Remember just because you’re interacting online, doesn’t mean you stop having respect for your professors, and fellow classmates. You’re communicating with a real person, not a computer screen.
2. **Remember your audience.** When communicating online it’s important to remember who you’re communicating with. When sending a message to a professor, please refrain from using “text speak”. For example, Shakespeare never intended for you to type “2B or not 2B”. Also, stay away from typing in all capital letters; it will appear as if you’re shouting.
3. **Avoid strong language.** Language can easily be misinterpreted in an online setting. Be sure to review your work before submitting, making sure the reader won’t be able to misinterpret it as strong, or offensive. Sarcasm doesn’t translate well online. Your audience can’t see your facial expressions, or body language. Try to be as straight forward and professional as possible.
4. **Read everything, twice.** Be sure to thoroughly read all course materials before beginning to work on your assignments. If you have a question, or need clarification, re-read the materials. You may have glanced over an important detail the first time. If you’re still having difficulties, then e-mail your professor.
5. **Review all materials before submitting.** When responding to discussion board posts,  
    be sure to read all previous postings before you post your own. This way you won’t duplicate someone else’s comments. Also, it’s a good idea to write, and save your work in Microsoft Word first. In case of a technical issue, you have a backup copy.

# 13. University Policy on Academic Integrity

## Undergraduate Students

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. For more information about policy and resources, refer to the [Office of Academic Integrity website](https://buffalo.edu/academic-integrity).

## Graduate Students

Academic integrity is a fundamental university value. Through the honest completion of academic work, students sustain the integrity of the university and of themselves while facilitating the university's imperative for the transmission of knowledge and culture based upon the generation of new and innovative ideas. For more information, please refer to the [Graduate Academic Integrity policy](https://www.buffalo.edu/grad/succeed/current-students/policy-library.html#academic-integrity).

Students who are suspected of academic dishonesty will be dealt with severely in accordance with the University Policy. For more information, students are encouraged to review the [Academic Integrity Policy for Undergraduate students](https://catalog.buffalo.edu/policies/integrity.html) or the [Graduate School’s Academic Integrity Policy](http://www.buffalo.edu/grad/succeed/current-students/policy-library.html#academic-integrity).

When an instance of suspected or alleged academic dishonesty by a student arises, it shall be resolved according to the Academic Integrity Policy procedures. These procedures assume that many questions of academic dishonesty will be resolved through consultation between the student and the instructor (a process known as consultative resolution).

For more information

It is recommended that the instructor and student each consult with the Academic Integrity Office and/or the Office of Student Advocacy for guidance and assistance.

Office of Academic Integrity

255 Capen Hall

716-645-2111

[academicintegrity@buffalo.edu](mailto:academicintegrity@buffalo.edu)

## Examples of Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following:

* **Aiding in academic dishonesty.** Taking action that allows another student to engage in an act of academic dishonesty including, but not limited to completing an examination or assignment for another student or stealing an examination or completed assignment for another student.
* **Cheating.** Includes, but is not limited to: (1) use of any assistance not authorized by the course instructor(s) in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the course instructor(s) in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) stealing tests or other academic material belonging to the course instructor(s).
* **Falsifying academic materials.** Fabricating laboratory materials, notes, reports or any forms of computer data; forging an instructor's name or initials; resubmitting an examination or assignment for reevaluation which has been altered without the instructor's authorization; or submitting a report, paper, materials, computer data, or examination (or any considerable part thereof) prepared by any person other than the student responsible for the assignment.
* **Misrepresenting documents.** Forgery, alteration, or misuse of any university or official document, record, or instrument of identification.
* **Plagiarizing.** Copying or receiving material from any source and submitting that material as one's own, without acknowledging and citing the particular debts to the source (quotations, paraphrases, basic ideas), or in any other manner representing the work of another as one's own.
* **Purchasing academic assignments.** Purchasing an academic assignment intended for submission in fulfillment of any course or academic program requirement.
* **Selling academic assignments.** Selling or offering for sale any academic assignment to any person enrolled at the University at Buffalo. No person shall offer any inappropriate assistance in the preparation, research, or writing of any assignment, which the seller knows, or has reason to believe, is intended for submission in fulfillment of any course or academic program requirement.
* **Submitting previously submitted work.** Submitting academically required material that has been previously submitted, in whole or in substantial part, without prior and expressed consent of the instructor.

## 

## Course Copyright

All materials prepared and/or assigned by me for this course are for the students’ educational benefit. Other than for permitted collaborative work, students may not photograph, record, reproduce, transmit, distribute, upload, sell or exchange course materials, without my prior written permission. “Course materials” include, but are not limited to, all instructor-prepared and assigned materials, such as lectures; lecture notes; discussion prompts; study aids; tests and assignments; and presentation materials such as *PowerPoint* slides, *Prezi* slides, or transparencies; and course packets or handouts. Public distribution of such materials may also constitute copyright infringement in violation of federal or state law. Violation of this policy may additionally subject a student to a finding of “academic dishonesty” under the Academic Integrity Policy and/or disciplinary charges under the Student Code of Conduct.

## Consequences for Academic Dishonesty

Academic dishonesty may result in a range of penalties, including a warning, a zero on the assignment, a reduction in course letter grade (e.g., an A- becomes a B-), failure of the course, suspension or dismissal from the college, and/or any combination of these or other serious consequences.

# 14. Additional Resources and Support

## Student Success Gateway

This is your one stop for UBs vast network of support resources that are available to all students. Access the [Student Success Gateway webpage](https://www.buffalo.edu/studentsuccess/resources.html) if you’re looking for academic support or personal support.

## Student Handbook

[This may not apply for all programs/departments] All students are required to read the student handbook for their respective departments. An online version is available on the ‘Information for Current Students’ page of your department website.

## University Services

Students enrolled in online education courses will have access to services traditionally provided in person, e.g. libraries, labs, academic advising, career services, accessibility services, and other student services as appropriate.

All existing applicable UB policies, e.g., grading, course evaluation, and admission criteria apply to all activities bearing UB academic credit, including online education. Read further about UB policies on the [Undergraduate Policies & Procedures webpage](https://catalog.buffalo.edu/policies/) or the [Graduate School’s Policy Library](https://www.buffalo.edu/grad/succeed/current-students/policy-library.html).

## Software

UB provides free licensing of major software packages for UB students including Microsoft Office. Visit the [UBIT Software resource webpage](https://www.buffalo.edu/ubit/service-guides/software.html) for information.

## My Virtual Computing Lab

Learn how to access the most popular UB-licensed software in the Public Labs directly from your personal computer. These programs are served “from the cloud” and are available on or off campus at any time. With My Virtual Computing Lab, you can access: Microsoft Office, Minitab, SPSS, and more. Find more information, visit [My Virtual Computing Lab](http://www.buffalo.edu/ubit/service-guides/software/my-virtual-computing-lab.html).

## Library

As a registered UB student you have full access to UB Libraries (<http://library.buffalo.edu>) and online resources available through the libraries. There are many full text article databases. There are resources available under “Get Help” “Student Support” to assist you in using the library.

Michelle Zafron, MLS, Associate Librarian, is the SPHHP Librarian. She has offices at 109 Abbott Hall and is available by phone: 716-829-5746 and email: [mlzafron@buffalo.edu](mailto:cvh2@buffalo.edu) and is available to help.

## Health and Well-being

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 learn can more about these programs and services by contacting:  
  
**Counseling Services**  
120 Richmond Quad (North Campus), phone 716-645-2720  
202 Michael Hall (South Campus), phone: 716-829-5800  
  
**Health Services**  
Michael Hall (South Campus), phone: 716-829-3316  
  
**Health Promotion**  
114 Student Union (North Campus), phone: 716-645-2837  
  
**Sexual 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 Services Campus Advocate at 716-796-4399.  
  
In cases of emergency or if you feel you are in danger please contact the University Police at 716-645-2222.  
  
Racial/Ethnic, Gender, Sexual orientation and other forms of discriminationThe Office of Equity, Diversity and Inclusion (EDI) will speak with students confidentially to discuss concerns about classroom or workplace situations if you have experienced discrimination or harassment at 716-645-2266 or [the EDI Obtaining Assistance resource page](https://www.buffalo.edu/equity/obtaining-assistance.html) .

## Food & Basic Needs Security

Any student who faces challenges affording groceries or accessing sufficient food to eat every day may seek food support services through Blue Table at UB for free groceries to help off-set unanticipated hardship. Access the [Food Support resource page](https://www.buffalo.edu/studentlife/help/emergency/food-support.html) for more information.

Students facing an unforeseen hardship (e.g., death in the family, victim of a crime or attack, loss of property, unanticipated educational expense), and believes this may affect their performance in the course is urged to contact their Student Advocate. Access the [Students’ Advocate site](https://www.buffalo.edu/studentlife/who-we-are/departments/conduct/students-advocate.html) to learn more.

Student **emergency funds** seek to award grants to eligible students who are experiencing an unforeseen hardship that could impact their ability to remain enrolled in school. These funds may be used for items such as off-campus rent, utilities, transportation and childcare. Visit the [Emergency Funds site](https://www.buffalo.edu/studentlife/help/emergency/emergency-funds.html) to learn more.

## Veteran Services

Get the support you need and the benefits you deserve. We’re here to help student veterans (and their dependents) achieve success while at UB. Whether you need help with your benefits paperwork, a connection to local and national groups that support veterans, or just someone to talk to, Veteran Services is here for you. To learn more, visit [the Veteran Services FAQ](https://www.buffalo.edu/studentlife/who-we-are/departments/veteran/faqs-veterans.html).

If you are a veteran, active-duty, in the reserves or National Guard — or if you are an eligible dependent — you may qualify for financial aid, educational student benefits, in-state tuition and other benefits that can help you pay for classes and get your degree. Visit the [Receiving your VA Benefits page](https://www.buffalo.edu/studentlife/who-we-are/departments/veteran/benefits-for-veterans/additional-financial-benefits-and-aid-for-veterans.html) to learn more.

**Contact Veteran Services**

321 Student Union (North Campus), phone 716-829-5586

**Please use** [this form](https://www.buffalo.edu/studentlife/who-we-are/departments/veteran/email-veteran-services.html) **for Veteran Services inquiries and comments.**

## Course Access After the Semester

At the conclusion of the semester your UB Learns courses are automatically removed from your ‘My Courses’ listing the day after grades are due to the University, unless your instructor requests extended access. If you need extended access to your course, contact your instructor. Course sites reaching the 12-month maximum threshold will be automatically removed from the system. UB Learns courses are listed with a code (i.e. 214123206). To Decode which are your “Current” courses: Digits 2 and 3 = Year (14=2014), Digit 4 = Month (1 = January – Spring 2018 course), Digits 5-9 = Registration Number.

# 15. Technology Privacy & Accessibility Policies

**Blackboard Learn (UB Learns)**

            Privacy: [UB Website Privacy Statement](https://www.buffalo.edu/administrative-services/policy1/ub-policy-lib/privacy.html)

            Accessibility: [Accessibility in Blackboard Learn](https://help.blackboard.com/Learn/Administrator/Hosting/Accessibility)

**G Suite for Education**

            Privacy: [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html)

            Accessibility: [Accessibility for every student](https://edu.google.com/why-google/accessibility/)

**Office 365**

Privacy: [Microsoft's commitment to privacy](https://www.microsoft.com/en-us/trust-center/privacy)

          Accessibility: [Microsoft's commitment to accessibility](https://www.microsoft.com/en-us/trust-center/compliance/accessibility)

Accessibility Resources: [Office Accessibility Resources](https://support.microsoft.com/en-us/office/office-accessibility-center-resources-for-people-with-disabilities-ecab0fcf-d143-4fe8-a2ff-6cd596bddc6d)

**Panopto**

Privacy: [Panopto Privacy Policy](https://www.panopto.com/privacy/)

            Accessibility: Learn about [Panopto's Accessibility Features](https://support.panopto.com/s/article/Learn-About-Accessibility-Features)

**Respondus Lockdown Browser & Monitor**

            Privacy: [Respondus Privacy Policy](https://web.respondus.com/privacy-policy/)

            Accessibility: [LockDown Browser and Respondus Monitor Accessibility](https://web.respondus.com/accessibility-lockdown/)

**Zoom**

      Privacy: [Zoom Privacy Statement](https://explore.zoom.us/en/privacy/)

  Accessibility: [Zoom's Accessibility Statement](https://explore.zoom.us/en/accessibility/)

# 16. Class Schedule

This schedule is subject to revision due to unforeseen events. Any course schedule changes or additional readings will be posted on UB Learns and will be announced in class as time permits. Note: Additional required readings may be assigned and will be assigned at least one week prior to the class for which they are assigned.

| Week | Topic | Required Readings | Assignments |
| --- | --- | --- | --- |
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