Department Name
Course Title | Code | Credits
Prerequisites/Corequisites:
Meeting Days and Times:
Type of Instruction (lab, lecture, clinic, internship, practicum, recitation):

Professor's Name
Professor's Farmingdale e-mail address
Other contact information

General Education:
Insert here if this class is a gen ed class: This class fulfills 3 credits of the Gen. Ed. (fill in the blank) requirement.

Catalog Course Description:
Catalog description here

Course Learning Outcomes:
Insert Learning Outcomes (course learning outcomes). Contact Department Chair for the most current required course learning outcomes.

General Course Requirements
What do you require? exams, research papers, textbooks, supplies, etc.:

Grading in this class:
Put your grading system here. Be specific.

Farmingdale Grading System
Please see the College Catalog for the current Farmingdale State College Grading System.

Week by week class outline:
Begin your week by week class outline here. A weekly outline is REQUIRED. Of course, you should note that it might change due to weather or other events that preclude a class meeting.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Student Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Topic 1</td>
<td>●</td>
</tr>
<tr>
<td>Week 2</td>
<td>Topic 2</td>
<td>●</td>
</tr>
<tr>
<td>Week 3</td>
<td>Topic 3</td>
<td>●</td>
</tr>
<tr>
<td>Week 4</td>
<td>Topic 4</td>
<td>●</td>
</tr>
<tr>
<td>Week 5</td>
<td>Topic 5</td>
<td>●</td>
</tr>
<tr>
<td>Week 6</td>
<td>Topic 6</td>
<td>●</td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
<td>Student Learning Outcomes</td>
</tr>
<tr>
<td>----------</td>
<td>---------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>Week 7</td>
<td>Topic 7</td>
<td>•</td>
</tr>
<tr>
<td>Week 8</td>
<td>Topic 8</td>
<td>•</td>
</tr>
<tr>
<td>Week 9</td>
<td>Topic 9</td>
<td>•</td>
</tr>
<tr>
<td>Week 10</td>
<td>Topic 10</td>
<td>•</td>
</tr>
<tr>
<td>Week 11</td>
<td>Topic 11</td>
<td>•</td>
</tr>
<tr>
<td>Week 12</td>
<td>Topic 12</td>
<td>•</td>
</tr>
<tr>
<td>Week 13</td>
<td>Topic 13</td>
<td>•</td>
</tr>
<tr>
<td>Week 14</td>
<td>Topic 14</td>
<td>•</td>
</tr>
<tr>
<td>Week 15</td>
<td>Final Exam Week</td>
<td></td>
</tr>
</tbody>
</table>

**Cancelation of Classes:**
Weather and other campus-wide cancellations will be listed on the home page, Facebook and Twitter and you can also sign up for RAVE and SUNY Alert. Go to the Rave web page and use your Farmingdale user ID and password to enter the site. For SUNY-Alert, please visit the University Police web page.

Put information here on how students will be notified in the event of cancellation of class in other than weather related instances. Notifying students is the instructor’s responsibility.

**Electronic Devices Policy:**
State your policy on electronic devices here.

**Attendance Policy:**
Put your attendance policy here.

Attendance policies that deduct points or letter grades for attendance issues are not supported. However, class participation grades, or assignments that must be completed during class time (such as laboratory experiments), are allowed. Assignments such as these should be able to be made up in extenuating circumstances such as serious illness.

**Religious Absences:**
If you are unable to attend class on certain days due to religious beliefs, please consult with your instructor well in advance of the absence so that appropriate accommodation can be made.
Use of Email:
It is College policy that instructors and students use the Farmingdale email system or the Blackboard email system to contact one another.

Copyright Statement:
Course material accessed from Blackboard or the Farmingdale website is for the exclusive use of students who are currently enrolled in the course. Content from these systems cannot be reused or distributed without written permission of the instructor and/or the copyright holder. Duplication of materials protected by copyright, without permission of the copyright holder, is a violation of the Federal copyright law, as well as a violation of SUNY copyright policy.

Disability Services Center:
If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the Disability Services Center, Roosevelt Hall, Room 151, or call 631-420-2411, or 420-2607 as soon as possible this semester.

Academic Integrity Policy
Because intellectual honesty is a cornerstone of all academic and scholarly work, each member of the Farmingdale State College campus community is expected to maintain academic integrity. Farmingdale State College has developed regulations concerning academic dishonesty and integrity to protect all students and to maintain an ethical academic environment. For more information, click the updated link for the Academic Integrity Policy.

It is important for you to understand the concept of plagiarism. Plagiarism is intentionally representing the words, images or ideas of another as one’s own in any academic exercise. This includes words, images or ideas in either print or electronic format.

Make a note of your policy here – do they fail the class? Do they fail the assignment? Do you turn them in to the Dean of Students? Be very specific.

Student Code of Conduct
The President of the College and the Vice President for Student Affairs recognize the rights of designees including University Police, to enforce all regulations, policies, license agreements, laws and codes on campus. If any individual allegedly violates the laws, Student Code of Conduct or campus policies, a President’s designee will institute proceedings against the offender (s). For more information on the student code of conduct, see the Code of Conduct section in the current Student Handbook, or choose Code of Conduct from the A-Z Links.

University Police
631-420-2111