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**ALBANY STATE UNIVERSITY**

**College Name**

**Department Name**

COURSE

COURSE TITLE

CRN

CREDIT HOURS X semester hours

PREREQUISITES

Co-REQISITES (if applicable)

INSTRUCTOR Instructor

Email

Telephone

Alternate Telephone Number

Office Hours (include schedule for virtual hours for chats, etc.)

CLASS MEETING TIMES

CLASS MEETING LOCATION

COURSE REQUIREMENTS (include required texts, materials, reading lists, lab journals, proctored exams, online requirements, etc.)

*Course Description (Get this from catalogue)*

*Program Learning Outcomes (PLOs):*

* *Add according to your programs*

*Expected Student Learner Outcomes (SLOs)*

As a result of completing this course the student should be able to:

* *List of the expected student learning outcomes that should be learned during the course* 
  + *Include internationalization/global learning SLOs (as appropriate)*
* *The SLOs MUST be measureable*

*Course Objectives*

* *List the objectives that support the mastery of the SLOs*
  + *Must be aligned to the SLOs*

*Course Activity Components*

* *Activities that are aligned and support development of the student learning outcomes*
  + *Activities include projects, research papers, laboratories, field and clinical experiences*

*Course Assessment Components*

* *List the assessments for the course that are aligned to and measure the student learning outcomes*

**I. Course Schedule (this can be as detailed as is appropriate for student learner level)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Assignments | | |
| Date | Topics Aligned with Student Learning Outcomes | Activity/Lab | Homework |
| Dates | *Provide a topical outline of what will be covered each week/day/unit* |  |  |
|  | Add as many lines as needed to complete the topical outline and schedule |  |  |
|  |  |  |  |

**II**. **Method of Student Evaluation**

*Provide a description of graded assessments that are aligned to the student learning outcomes.*

# Course Grading Policy

*Provide a statement on your grading policy and procedures. Be clear and concise so all students understand what each is being graded on.*

|  |  |  |
| --- | --- | --- |
| **Activity and/or Description** | | **Maximum Possible Score** |
| **Assignments** |  | Modify as needed |
| 1 | Participation | 100 pts |
| 2 | Tests/Quizzes/Midterm | 300 pts |
| 3 | Written Assignments/Labs/Other | 200 pts |
| 4 | Comprehensive Final Project/eportfolio/Final | 400 pts |
|  |  |  |
| Total Points |  | 1000 pts |

# ASSESSMENT The final grade in the course will be determined as follows: (modify as needed)

Participation 10%

Tests/Quizzes/Midterm 30%

Written Assignments/Labs/Other 20%

Comprehensive Final Project /eportfolio/Final 40%

1. COURSE GRADESThe final grade in the course is defined as follows:

|  |  |
| --- | --- |
| Grade Equivalent | Percentage Equivalent |
| A | 100 – 90 |
| B | 89 – 80 |
| C | 79 – 70 |
| D | 69 – 60 |
| F | 59 and below |

**III. Course Policies**

1. **Course Information and Instructor Expectations**

*You should cover any rules and regulations in this section. If you want the students to know your expectations be clear about what you want (cell phone usage, tardy, attendance, etc.)*

1. **Academic Honesty/Integrity**

*Provide the instructor statement on academic honesty, plagiarism, etc.*

***(See ASU Student Handbook for rules on academic honesty/integrity Page 62)***

[https://www.asurams.edu/docs/handbooks/students/2017-Student-Handbook.pdf#search=student%20handbook](https://ousearch.omniupdate.com/texis/search/redir.html?query=student+handbook&pr=albany&prox=page&rorder=500&rprox=750&rdfreq=500&rwfreq=750&rlead=750&rdepth=31&sufs=1&order=r&uq=&u=https%3A//www.asurams.edu/docs/handbooks/students/2017-Student-Handbook.pdf%23search%3Dstudent%2520handbook&link)

**The consequence for a violation of the Academic Honesty Code is “zero points” for the assignment. Add any additional information related to your discipline.**

1. Please use the URL <http://www.asurams.edu/syllabi-links> in your syllabus template.  That single URL leads to the following pages:

* Counseling and Disability Services
* Sexual Misconduct Information
* Student Code of Conduct
* Campus Carry Policy
* University Learning Centers

|  |
| --- |
| **Students with Disabilities:**  **If you are a student with a disability, you should consult the Testing & Disability Services to identify which accommodations might be needed for this course. Please contact the course instructor as soon as possible to discuss your needs.** |

# Integration of Technology

The use of technology is integral to the course design. You should have access to a computer (e.g., computer lab, library, home, or work), a general knowledge of the operation and care of a computer, and know some basic troubleshooting techniques. You should also have some basic understanding of how to use the Internet to seek, find, and retrieve information. Should you experience technology difficulties, please consult Information Technology Services, [https://www.asurams.edu/technology/](https://ousearch.omniupdate.com/texis/search/redir.html?query=Technology+Services&pr=albany&prox=page&rorder=500&rprox=750&rdfreq=500&rwfreq=750&rlead=750&rdepth=31&sufs=1&order=r&uq=&u=https%3A//www.asurams.edu/technology/&link), for assistance with common issues.

All candidates should have a workable (functioning) ASU e-mail account, know how to send and retrieve e-mail messages with and without an attached file, know how to attach a file to an e-mail message, and how to download and open attached files. To ensure that you receive timely communications, it is your responsibility to notify the professor immediately of any changes to your e-mail address. All candidates should also know how to access the course in GAVIEW and be able to complete and submit assignments.

**\*NOTE: “ASU RAMmail account is the university’s official means of electronic communication with students. Students are required to use the ASU website (**[**www.asurams.edu**](http://www.asurams.edu)**) and RAMmail for important university’s official information on financial aid, current class schedule, registration holds, account balances, etc. In order to communicate with students by other means as needed, each student is required to provide the university with his/her current telephone number(s) and mailing address via BannerWeb.”**

1. **Course Attendance Policy**

*Provide a statement of your attendance policy OR use the ASU Policy from the most recent policy handbook.* **Please refer to the following link for attendance policy**: [https://www.asurams.edu/academic-affairs/academic-catalogs/](https://ousearch.omniupdate.com/texis/search/redir.html?query=catalog&pr=albany&prox=page&rorder=500&rprox=750&rdfreq=500&rwfreq=750&rlead=750&rdepth=31&sufs=1&order=r&uq=&u=https%3A//www.asurams.edu/academic-affairs/academic-catalogs/&link)

1. **Class Cancellation Policy**

*Provide a statement of your class cancellation policy OR use the ASU Policy from the most recent policy handbook.*

1. **Inclement Weather and Catastrophic/Pandemic Readiness Statement**

*In the event of a campus emergency due to unintended disturbances, the syllabi and course delivery are subject to change. This includes course requirements, deadlines and grading percentages.  First, review all information on the ASU homepage for information and important announcements. Second, if the course is not able to meet face-to-face, students should immediately log onto GaVIEW and read any announcements and/or alternative assignments or by contacting my email address:  xxxx@asurams.edu or my office phone/cell xxx-xxx-xxxx.*

1. **Important University Dates**
   1. Please refer to the online calendar for additional information:

[https://www.asurams.edu/enrollment-management/office\_of\_the\_registrar/academic-calendar/index.php](https://ousearch.omniupdate.com/texis/search/redir.html?query=calendar&pr=albany&prox=page&rorder=500&rprox=750&rdfreq=500&rwfreq=750&rlead=750&rdepth=31&sufs=1&order=r&uq=&bestbet=calendar%2C+academic+calendar%2C+student+calendar&groups=default&u=https%3A//www.asurams.edu/enrollment-management/office_of_the_registrar/academic-calendar/index.php&link)

## IV. Directions for and Description of learner-centered Activities/Exercises/Projects/Labs/Written Assignments with Associated Rubrics

**(Provide students with a rubric for each graded assignment or opt for a general rubric to grade your assignments)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Rubric for Assignment X | |  |
| Category | Unacceptable – 1 | Acceptable - 3 | Target – 5 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Scale | 19 points and below | 25 – 20 pts | 30 - 26 points |

I have received a copy of the syllabus for this course. I have read and understand the requirements necessary to successfully complete this course and I understand that it is my responsibility to follow the policies set forth and complete the work required in order to pass this course.

Once again, I am also acknowledging my understanding of the Academic Honesty Policy, the Honor Code, and all other Program Handbook policies.

I have received a copy of the syllabus for the course and understand the requirements for successful completion of this course.

Student Name: (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Bibliography/References***

Add your reference list with appropriate and current references.