**SUNY Cobleskill**

**Semester/Year**

**Course Outline for Prefix and course number**

1. **Course Information**

*Course Title*

*Catalog description, including course prerequisites and credit hours*

*Class meeting days and times*

1. **Instruction information**

*Name of instructor*

*Office location and office hours*

*Phone number and email address*

1. **Expenses and required materials**

*List required books, subscriptions, and materials; expenses for required field trips.*

1. **Approved course objectives and learning outcomes.**

*When appropriate, include general education learning outcomes and universal competencies.*

1. **Course schedule.**

*Provide a tentative schedule of topics, exam dates, and assignment due dates.*

1. **Grading and evaluation system,**

*Provide a list of assignments. Indicate weighting of each course grade component.*

1. **Course attendance policy**.

*Provide the attendance policy for your class. Reference Academic Policies 5.20-5.25.*

1. **Student Responsibilities**

* This course outline is a significant document in the student’s educational process. It is the student’s responsibility to be aware of and be compliant with the course information and requirements.
* Students are expected to respect the educational environment as established by the faculty member. All individuals are expected to demonstrate respect for the rights and responsibilities of the faculty member and of each other (Academic Policy 5.60).

1. **Academic Integrity.**

Students are expected to practice an ethic of academic honesty. Students will not participate, directly or indirectly, in any practice that could be construed as academic dishonesty (such as presenting others’ work as one’s own, whether it be through copying a test, bringing in notes for an exam, or handing in papers either written by others or copied from sources, written or spoken, which are not acknowledged in the text). Students will also discourage academic dishonesty in the actions of fellow students and report occurrences of academic dishonesty to their instructors or to the deans of schools in which their courses are housed. See Academic Policy 5.5 for definitions, penalties, procedures, and appeals.

1. **Support Services**
2. **Students with Disabilities**

SUNY Cobleskill strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with Wendi Richards, located in the Lower Level of the Van Wagenen Library.  I encourage you to register with AccessABILITY Resources to establish reasonable accommodations.  After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion.

1. **Tutoring**

Tutorial support can be obtained in the Center for Academic Support (CASE) located on the lower floor of the VanWagenen Library.