SAMPLE COURSE SYLLABUS TEMPLATE

Semester and Year
Stony Brook University
Department of xxx
College of xxx

Course Title: Economics 108 OR ECO 108

This course satisfies the DEC category X
This course satisfies the SBC objective X, Y etc.

Course Instructor:
Section: 01
Office Hours:
Instructor and TA contact information

COURSE DESCRIPTION:
Must match the Bulletin exactly.
http://www.stonybrook.edu/ugrbulletin/current/index.shtml
If the course is a “topics course” see below.
Additional course information can follow the official Bulletin description.

COURSE TOPIC
If a course is a topics course, indicate the specific topic description here.

Course Pre/co-requisites
Indicate the approved course prerequisites (as published:
http://www.stonybrook.edu/ugrbulletin/current/index.shtml)

COURSE LEARNING OBJECTIVES
Include course objectives. If this course is approved to satisfy D.E.C. and/or the SBC, the objectives must address how the course outcomes relate to the specified D.E.C or SBC category. See the DEC descriptions in the Bulletin. Include a brief description of the opportunities this course would provide for students to acquire the knowledge or skills necessary to achieve the course learning outcome(s)

COURSE REQUIREMENTS:

Attendance and Make Up Policy
-- Instructors may enforce their own course attendance policy (the university has no standard policy except the policy regarding absence due to university sanctioned events ... (e.g., athletic games; Stony Brook in Albany)
-- Policy for late work and tardiness

Description and schedule of Required Readings and/or Assignments.
Include bibliographical list of readings, library reserve items, etc. Requirements for written assignments (margins, font, style manual)
Include a brief description of the graded assignments that the instructor(s) will use to evaluate the students’ achievement of the outcome(s)
Exams
Number and Description of Exams (include dates in meeting schedule section below).

GRADING:
Describe the components of the course, and indicate how each component of the course will be factored into the final course grade; often expressed in %. Indicate alphanumeric breakdown of grades or explicit description of the grading technique (i.e., description of the “curve,” or A= 95-100, A- = 90-95, or whatever the instructor defines)

MEETING SCHEDULE
List each class meeting and assignments and topics for each. Include Exam Schedule and assignment due dates. (See Sample Fall Course Template)

CLASS PROTOCOL
Cell Phone and electronic device statement
Class interruptions

CLASS RESOURCES (examples below)
Academic Success and Tutoring Center
Library resources
Blackboard
Writing Center
Career Center
Others (see link) http://stonybrook.edu/advising/tut.html

The University Senate Undergraduate and Graduate Councils have authorized that the following required statements appear in all teaching syllabi (graduate and undergraduate courses) on the Stony Brook Campus. See also http://www.stonybrook.edu/provost/facultyinfo/Syllabus%20Statement.doc

DISABILITY SUPPORT SERVICES (DSS) STATEMENT (must be the following language)
If you have a physical, psychological, medical or learning disability that may impact your course work, please contact Disability Support Services, ECC (Educational Communications Center) Building, room 128, (631) 632-6748. They will determine with you what accommodations, if any, are necessary and appropriate. All information and documentation is confidential.
[In addition, this statement on emergency evacuation is often included, but not required: Students who require assistance during emergency evacuation are encouraged to discuss their needs with their professors and Disability Support Services. For procedures and information go to the following website: http://www.stonybrook.edu/ehs/fire/disabilities

ACADEMIC INTEGRITY STATEMENT (must be the following language as approved by the undergrad council):
Each student must pursue his or her academic goals honestly and be personally accountable for all submitted work. Representing another person’s work as your own is always wrong. Faculty are required to report any suspected instances of academic dishonesty to the Academic Judiciary.

Faculty in the Health Sciences Center (School of Health Technology & Management, Nursing, Social Welfare, Dental Medicine) and School of Medicine are required to follow their school-specific procedures.
For more comprehensive information on academic integrity, including categories of academic dishonesty, please refer to the academic judiciary website at http://www.stonybrook.edu/commcms/academic_integrity/

**CRITICAL INCIDENT MANAGEMENT (must be the following language as approved by the undergrad council):**

Stony Brook University expects students to respect the rights, privileges, and property of other people. Faculty are required to report to the Office of Judicial Affairs any disruptive behavior that interrupts their ability to teach, compromises the safety of the learning environment, or inhibits students' ability to learn. Faculty in the HSC Schools and the School of Medicine are required to follow their school-specific procedures.

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### Fall 2016 Weekly Schedule Template

<table>
<thead>
<tr>
<th>Week 1 – Course information</th>
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<tbody>
<tr>
<td><em>Note: Friday, September 2--Last day to Waitlist a class. For complete information go to: <a href="http://www.stonybrook.edu/registrar/calendar-academic.shtml">www.stonybrook.edu/registrar/calendar-academic.shtml</a></em></td>
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</tbody>
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<thead>
<tr>
<th>Week 2 –Class information</th>
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<tr>
<td><em>Note: Classes not in session Monday, Sept. 5 and Tuesday, Sept 6.</em></td>
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<th>Week 3- Class information</th>
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<tbody>
<tr>
<td><em>Note: Tuesday, September 13-- End of Late Registration-last day to drop a class or submit LOA/Term Withdrawal without a &quot;W&quot; by 4:00 PM. Last day to add classes and process a swap. Last day to change status to or from full-time or part-time by 4 pm. For complete information go to: <a href="http://www.stonybrook.edu/registrar/calendar-academic.shtml">www.stonybrook.edu/registrar/calendar-academic.shtml</a></em></td>
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<th>Week 4- Class information</th>
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<th>Week 5 – Class information</th>
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<th>Week 6- Class information</th>
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<th>Week 7 – Class information</th>
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</table>
**Week 8 - Class information**

**Week 9 – Class information**

*Note: Friday, October 28 -- End of 9th week - last day to add/remove G/P/NC grade option; last day to withdraw from a course (12 credits maintained) by 4PM “W” will be recorded. Last day to process Section Change or Credit Change by 4:00 pm. For complete information go to: www.stonybrook.edu/registrar/calendar-academic.shtml*

**Week 10- Class information**

*Note: Students can begin to submit Major/Minor changes to Registrar Office by 4:00 pm.*

**Week 11- Class information**

**Week 12- Class information**

**Week 13- Class information**

**Week 14- Class information**

**Week 15- Class information**

*Note: Friday, December 9 Last day of Monday – Friday classes. Saturday, Dec. 10 - Last day of classes held on Saturday. Last day to submit Major/Minor changes by 4 pm.*

**Week 16: Final Exam week, December 13—21, 2016.**

Post the exam period day and time. For complete Final Exam Schedule go to: www.stonybrook.edu/registrar