COURSE DESCRIPTION:

**Must** match the *Bulletin* exactly.


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:


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

CLASS PROTOCOL
Cell Phone and electronic device statement
Class interruptions

CLASS RESOURCES (examples below)
Library resources
Blackboard
Writing Center
Career Center
Others (see link) http://stonybrook.edu/aadvising/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, room128, (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/uaa/academicjudiciary/

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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<tr>
<th>Week 1 – Class assignment</th>
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*Note: Aug. 30---Last day students can place themselves on a Waitlist. For complete information go to: [www.stonybrook.edu/registrar/calendar-academic.shtml](http://www.stonybrook.edu/registrar/calendar-academic.shtml)*

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<th>Week 2 –Course information</th>
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*Note: Mon. 9/2 and Tues. 9/3—No classes in Session*  

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<th>Week 3 - Class assignment</th>
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*Note: Tuesday, Sept. 10- End of Late Registration-last day to drop a class without a "W" 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: [www.stonybrook.edu/registrar/calendar-academic.shtml](http://www.stonybrook.edu/registrar/calendar-academic.shtml)*

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<th>Week 4- Class assignment</th>
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<th>Week 5 – Class assignment</th>
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<th>Week 9- Class assignment</th>
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*Note: Friday, October 25 -end of 9th week-last day to add/remove G/P/NC option; last day to withdraw from a course (12 credits maintained) by 4PM. 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](http://www.stonybrook.edu/registrar/calendar-academic.shtml)*

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<th>Week 10- Class assignment</th>
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<th>Week 11- Class assignment</th>
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<th>Week 12- Class assignment</th>
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**Week 13- Class assignment**

**Week 14- Class assignment**

*Note:*  *Wednesday, November 27 to 20 – Thanksgiving Break – No Classes in Session*

**Week 15- Class assignment**

*Note:*  *Friday, Dec. 6- Last day of class for courses held Mondays –Fridays.*  
*Saturday, Dec 7 - Last day of classes held on Saturdays.*

**Week 16-**

Final Exam week Tuesday, Dec. 10—18. For complete Final Exam Schedule go to:  
[www.stonybrook.edu/registrar/finals.shtml](http://www.stonybrook.edu/registrar/finals.shtml)