

# **Course Syllabus Template**

## **SUNY Polytechnic Institute**

[Course Name, Number, Section Number, and CRN]

**Fall 2025 Semester**

[# of Credit Hours]

[Online, On Campus, or Hyflex Modality; Time Zone]

[Instructor Name]

## **Office Hours and Contact Information:**

**Office Hours:**

**Phone:**

**Email:**

## **Course (Catalog) Description:**

## **Introduction:**

## **Course Objectives:**

## **Required Text and Materials:**

Course materials are available through the [SUNY Poly Online Bookstore](#).

**Texts:**

**Other Materials (i.e., software):**

## **Student Learning Outcomes:**

[By the end of this course, you will...]

## **Course Schedule:**

[The following format is a guide and can be configured in any way appropriate.]

Dates	Topics, Readings, and/or Activities	Assignments with Due Dates

## **Method of Evaluation:**

[The following is an example format.]

Activity	Point Values
Written Assignments	
Essay	
Exams	
Discussion	
<b>Total Points</b>	

(Points subject to change)

The final grade for this course will be based upon the following percentages:

Grade	Percent
A+	
A	

Grade	Percent
A-	
B+	
B	
B-	
C+	
C	
C-	
D+	
D	
F	

**Please note that all core courses in the [name of program, department, or major] require a “C” or better to meet requirements.**

## **Accommodations for Students with Accessibility Needs at SUNY Polytechnic Institute:**

Your access in this course is important to me. In compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, SUNY Polytechnic Institute is committed to ensuring comprehensive educational access and accommodations for all registered students seeking access to meet course requirements and fully participate in programs and activities. Students with documented disabilities, temporary, or medical conditions are encouraged to request services by contacting Student Accessibility Services (SAS) or filling out the [Request for Accommodations form](#). Please note, requesting accommodations is only the first step. You must provide documentation (the request form may count) to SAS and meet with staff *before* receiving accommodations. Please do this as early as possible 1) because accommodations are never retroactive and 2) so that we have adequate time to arrange your approved academic accommodation/s.

Once SAS creates your accommodation plan, it is your responsibility to provide me a copy of the accommodation plan. If you experience any access barriers in this course, such as with printed content, graphics, online materials, etc., reach out to me or SAS right away. For information related to these services or to schedule an appointment, please contact SAS using the information provided below.

## **Office of Student Accessibility Services**

[SAS@sunypoly.edu](mailto:SAS@sunypoly.edu)

(315) 792-7170

Kunsela Hall, B101

## **Content Accessibility**

SUNY Poly's goal is for all digital content to be fully accessible but there may be times when remediation is still underway, please let me know if you experience challenges accessing any digital content in this course.

## **Pregnancy Statement:**

SUNY Poly is committed to fostering an inclusive and supportive environment for all students and it does not discriminate against any student based on the student's pregnancy or related conditions. If you have questions or concerns related to pregnancy or related conditions, please contact the Title IX Coordinator, Kathie Artigiani at [artigik@sunypoly.edu](mailto:artigik@sunypoly.edu).

## **Technical Assistance for Students:**

The [SUNY Poly Help Desk](#) is in the Cayan Library on the first floor. You can contact them by phone at 315-792-7440, by email at [helpdesk@sunypoly.edu](mailto:helpdesk@sunypoly.edu), or by submitting an online help ticket on their website.

If the SUNY Poly Help Desk is closed, you can obtain assistance from the [Open SUNY Help Desk](#) by calling 1-844-OPENSUNY (673-6786). The Open SUNY email is [OpenSUNYHelp@suny.edu](mailto:OpenSUNYHelp@suny.edu) or you can [submit an online help ticket](#).

The SUNY Poly ITS website has [information about software and hardware](#) that you can access as a student, as well as links to software you may need in your classes. Students are encouraged to save all work in multiple locations. MS Office OneDrive is

available for use. For assistance, please contact the ITS Help Desk, [helpdesk@sunypoly.edu](mailto:helpdesk@sunypoly.edu) or 315-792-7440.

## **Academic Integrity and Code of Conduct:**

SUNY Poly is committed to academic excellence in a climate of honesty, respect, and trust. The mutually respectful exchange of honest ideas is foundational to the intellectual vigor of the SUNY Poly community. The University seeks to maintain and enhance its educational environment through the development, promotion, and enforcement of standards for academic integrity. Please take a few minutes to become familiar with [SUNY Poly's Community Standards](#), including the Student Handbook and Student Code of Conduct. SUNY Poly's Academic Integrity Policy, which describes SUNY Poly's policies regarding plagiarism and other inappropriate academic activities, can be found in the Student Handbook.

## **Writing and Communications Center:**

The [Writing and Communications Center](#) (WCC) is here to support all of SUNY Poly's writers: students, faculty, and staff. We offer one-on-one in-person and remote consultations for writers working on a range of projects at any stage of the writing process (from idea generation to final revisions). WCC consultants work with writers on idea development, brainstorming, content development, structure, source use, style, grammar, punctuation, and more. While we are not a proofreading or editing service and we do not comment on grades, we offer strategies and resources writers can use as they compose, revise, edit, and learn to proofread their own work. The WCC is located on the first floor of the Cayan Library. You can learn more about the WCC or make an appointment by visiting our website: <https://sunypoly.edu/writingcenter.html>.

## **Plagiarism Warning:**

[Any additional information about plagiarism, including websites or services that are not permitted]

## **Policy on Submission of Assignments:**

[Guidance such as e-mail vs. hard copy, timeline for acceptance, or consequences for late work]

## **Policy on Missed Classes, Make-up Work, and/or Extra Credit:**

### **Cancellation of Classes Due to Inclement Weather or Other Emergency:**

SUNY Poly has a 24-hour hotline, called Snowline, to inform students, faculty, and staff when severe weather prompts the cancellation of all classes. Snowline can be reached by calling 315-792-7385. In the event of severe weather, Snowline will announce only the cancellation of ALL classes. The cancellation of all classes will also be posted online and broadcast on radio and television stations in the Utica Rome and Syracuse areas. The SUNY Poly website also maintains a list of [individual class cancellations](#).

In addition, all SUNY Poly students and employees are enrolled in the Rave Alert emergency alert service. You can visit the [SUNY Poly Rave Alert website](#) to learn more and to adjust your notification preferences.