A syllabus is an outline of the work of the class. The purpose of the syllabus is to give students an overview of the course they are taking and its assignments allowing them to plan accordingly. Utica College requires that all syllabi have at least the following components. Additional elements, such as attendance polices, signed acknowledgements on the part of the student that they have read and understood the syllabus, etc. are at the discretion of the individual faculty member.

**Course Identification**
- Course number and title
- Credit hours
- Pre-requisites
- Semester and year
- Course description
- Departmentally approved learning objectives
- Meeting times (not required for online sections unless there are required synchronous sessions.)

**Faculty Identification**
- Name
- Contact information
- Office Hours
- Instructor’s Role in the Course

**Course Content**
- Required and recommended materials (including texts and equipment.)
- A course outline showing:
  - what topics will be dealt with when, and
  - graded assignments
  - when graded assignments will be due,
  - when any required field trips or off-campus experiences will take place.
- A breakdown of what percent of the final grade is allocated to each component.
- A translation table between numerical grades and letter grades.
- Due dates for all major assignments, including readings, lab work, and ungraded work.

**Policy Statements** (see appendix for approved boilerplate language)
- Intellectual honesty
- Accommodations for learning disabilities and differences
- Netiquette (for online courses and companion shells)
- There is no College-wide attendance policy. If an instructor has an attendance policy it must be included in the syllabus.
Approved Policy Statements
The following boilerplate language for policies has been reviewed and approved by the relevant College committees or offices.

Academic Honesty
Academic honesty is necessary for the free exchange of ideas. Utica College expects academic honesty from all students and Utica College faculty. Academic dishonesty includes both cheating and plagiarism. Plagiarism is the intentional or unintentional use of other people’s ideas, words, and/or factual information as your own and without crediting the source. It doesn’t matter if the words come from a book, journal article, web site, or personal letter; if somebody else originally wrote them you may not use them without attributing them to that individual by appropriately citing the source. Plagiarism also refers to self-plagiarism, or re-purposing material that you’ve already completed for another course or assignment. Cheating refers to giving and/or receiving unauthorized assistance in taking examinations or creating assigned and/or graded class work. Students who assist other students in, or contribute to, acts of academic dishonesty are subject to the appropriate penalties.

Utica College faculty are authorized to assign a wide range of academic penalties for incidents of academic dishonesty. Depending on the nature of the offense, the penalty may include a reduced grade or grade of zero for the particular assignment, a grade of F for the course, or the grade of “F for cheating” for the course. Incidents of academic dishonesty are reported to the Vice President for Academic Affairs who will refer any repeat offense, or any particularly egregious first offense, to the Academic Standards Committee which may recommend a more severe penalty than that imposed by the faculty member.

You may also insert the following link:
http://catalog.utica.edu/content.php?catoid=4&navoid=121#Academic_Honesty
Netiquette

“Netiquette” is civil and respectful behavior in electronic communication, including discussion forums, chat services, email, video conferences, and social media. Such behavior is essential to the integrity of the academic environment and the free exchange of ideas.

In order to keep your communication academically professional and appropriate you should avoid:

- Personal attacks. The subject under discussion is always the content of the idea and not the characteristics of the person expressing that idea.
- USING ALL CAPITAL LETTERS IN A SENTENCE which implies you are yelling at the reader.
- Using many exclamation points to end your sentence as this also implies you are yelling at, or are very upset with, the reader!!!!!!!
- Writing offensive or sarcastic messages.
- Sending numerous emails with the same point in a short period of time.

In order to keep your communication professional, remember the following principles:

- Always respect the opinions of others and keep your opinions positive. A robust discussion will have disagreements, even strong disagreements, but should not degenerate into personal attack.
- Always avoid offensive, rude, and sarcastic messages. If you receive a message of this nature, do not respond in the same tone. If this type of communication continues from someone, inform your faculty member.
- Never send a message when you are angry or upset. Leave it in draft form, walk away, and review it later after you have calmed down.

Utica College is committed to maintaining an open and free learning environment. Violations of the netiquette policy may result in disciplinary action, including being referred to the Student Conduct Process for violation of the Code of Student Conduct.

Revised September 1, 2015
Accommodations For Learning Disabilities And Differences
Language for this policy is currently in development.