CoursePrefix CourseNumber: Course Title

|  |  |
| --- | --- |
| 1. Course Directors | 1. Administrative Details |
| Name  Office Location  Name of Department  Phone  Email  Office Hours: Set a specific day and time. | Course Designation: Biomedical, Behavioral or Clinical  Course Type: Required  Year/Semester: 2016, D2-2  Credit Hours:  Total # of Hours of Lab: Total # of Clinic Hours:  Total # of Preclinic Hours:  Total # of Hours of Classroom time:  Grading Schema: Pass/Fail, S/U, Letter grade, HSU |

|  |  |  |
| --- | --- | --- |
| 1. Participating Faculty | |  |
| Name  Office Location, Phone & email address | Name  Office Location, Phone & email address | Name  Office Location, Phone & email address |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Course Meeting Days, Times & Locations**

1. **Course Description**
2. **Course Map**

|  |  |  |  |
| --- | --- | --- | --- |
| Student Learning Outcome (SLO) “By the end of the course, students will be able to..” | [Accreditation/ DDS Program Competency](http://dental.buffalo.edu/Education/AcademicAffairs/Competencies.aspx) | Instructional Method(s) | Assessment Method(s) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Grading Policy**

How results from various requirements will be combined into a final grade: relative weightings, make-up policy for tests, etc. Letter grade, Satisfactory/Unsatisfactory, or Pass/Fail are accepted grading scales for grading in the predoctoral program. The Dental School does not use (+) or (-) grading. Note: Changes in grading schemas for courses (moving from letter grade to S/U) must be approved by the curriculum committee.  
A= 90 -100 B = 80 – 89 C = 70 – 79 F = below 70

1. **Learning Resources**

1. **Course Schedule, Activities and Assignments**

Include the following items in the Course Schedule for each meeting of the class.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** |  | **Location** | **Topic** | **Assignments, Projects, Required Activities** | **Estimated Time for student preparation** | **Faculty** | **Student Learning Outcome#** |
| 11/23 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |
| --- |
| 1. Course Policies & Procedures |

Items designated with a \* are required topic areas (either UB, or SDM or both) that must be included. Samples are provided for your convenience. Copy and paste as needed or refer to the student handbook for more detailed information <http://intranet.sdm.buffalo.edu/student/handbook/>

## \*Changes in the course since the last time it was taught

**Student Expectation for SofTest**

The dental school is using the Examsoft/Softest exam management system. This course will utilize the system for midterms and final exams. Questions will be tagged to student learning outcomes, level of difficulty and SDM competency to provide a customized report for your review. You will be able to use the reports to identify strengths and weaknesses. You are encouraged to use them to reflect, self-assess, and develop your own learning plans. You are responsible for the operation of your computer for exams including successfully downloading and uploading the exam in the allotted time. Exams must be uploaded, and “green screens” shown to faculty/proctors upon exiting the exam. Refer to the [**Official Policy on Student Responsibility**](http://www.examsoft.com/BuffaloDental)to ensure your readiness prior to exam days. Support is available online at http://support.examsoft.com/, by phone (866) 429-8889 or chat.”

## \* Course Failure and Remediation

Students who earn an "F" grade in this course may be given the opportunity to remediate. Remediation will be permitted only at the direction of the School of Dental Medicine's Executive Council. If permitted, remediation will take the form of <INSERT YOUR SPECIFIC INFO>. A grade of <?> on this <ITEM> will be required to remediate this course. The resulting grade will be listed on the transcript as FP. Incomplete grades will be awarded under those conditions as described in the student handbook.

## \* Office of Accessibility Resources (AR)

# If you require classroom or testing accommodations due to a disability, please contact Accessibility Resources, located at 25 Capen Hall. Testing accommodations are given for written exams only. AR can be reached by phone at (716) 645-2608 or by email at [stu-accessibility@buffalo.edu](mailto:stu-accessibility@buffalo.edu). Please inform the course director as soon as possible about your needs so that accommodations can be coordinated.

# \* **Attendance**

As described in the student handbook, "attendance at scheduled classes, laboratory sessions, clinical assignments (including rotations) is mandatory.” Absence can negatively affect both knowledge and grades. Students are expected to arrive on time to class. Late arrival is disruptive for both students and faculty, and interferes with effective learning. Absences fall into two general categories: planned and unplanned. Please review the student handbook for how to proceed in these instances, and advise me accordingly, or the Office of Student Affairs 829-2839 if there is an emergency or medical illness.

## Canceled Classes

If, for any reason, a scheduled session is not held, the scheduled event will occur at the next session unless otherwise announced.

## \* Course Evaluation

The UB Course Evaluation System is the university-wide tool for evaluating academic courses at the university. Results from core and custom questions can help both the faculty and the curriculum committee identify changes to promote increased student learning. Results of the evaluations are used by the curriculum committee, and also by the faculty member. Students are encouraged to participate fully in this important process. There are both midsemester and end of semester evaluations available to you. Student responses are anonymous. <https://buffalo.campuslabs.com/courseeval/>

**Distractions in the Classroom/Behavioral Expectations**

As students in a health professions school, students are expected to display conduct consistent with their status as entering members of the profession. Specifics of expected conduct are listed in both the university "Student Conduct Rules, University Standards and Administrative Regulations" and in the School of Dental Medicine "Student Handbook". In recent years, cell phones, pagers, and other electronic devices have been sources of disruption in classrooms. All electronic devices except those specifically required by the course director or lecturer are not permitted in class. If these devices go off during class, the student with the device will be asked to leave.

## \*Academic Integrity and Professional Conduct

The University has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect for others’ academic endeavors. By placing their name or student identifier on quizzes and examinations, students certify that the work is theirs and theirs alone. Students may not refer to any material or look at other student's papers during quizzes or examinations. Students observed so doing will receive a grade of zero for that quiz or examination. In addition, such incidents of academic dishonesty will be addressed as described in the university "Student Conduct Rules, University Standards and Administrative Regulations" the complete text of which can be found at <http://www.student-affairs.buffalo.edu/judicial> and as described in the School of Dental Medicine Student Handbook, the complete text of which can be found at: <http://intranet.sdm.buffalo.edu/student/handbook/>.