

## **SUNY Broome Community College Fast Forward Syllabus Guidelines**

*\*This document was adapted from the SUNY Broome Syllabus Template and meant to help guide instructors in designing their syllabus. Final syllabus approval is the sole responsibility of the SUNY Broome academic departments.\**

**High School Name**  
**Instructor Name**  
**SUNY Broome Course Title**  
**SUNY Broome Course # & Section**  
**Credit Hours**  
**Semester/Year (Fall, Spring, or Full Year)**

### **Fast Forward Statement:**

You have been selected to take this course through SUNY Broome's Fast Forward Program, allowing you to experience the academic standards, increased workload, and personal responsibility required to be successful in college study. You will enter college with completed coursework, save money on tuition, and perhaps lessen the time to your college degree. Please take this course seriously. It starts your official academic record regardless of the college you choose.

### **Instructor Contact Information:**

Instructor:	Email:
Office Location:	Office Phone:
Office Hours:	Personal Phone (Optional):

### **Course Materials:**

\* Some concurrent enrollment courses have specific required textbooks and labs.

Required Textbook(s):  
    Supplemental Textbook(s):  
Required Materials/Supplies:  
    Supplemental Materials/Supplies:  
Required Fee(s):

### **Course Information & Description:**

Course Description: (From official college catalog)  
Additional Course Description Information: (optional)  
Prerequisites: (See Fast Forward Course Offerings List)  
Requirements met by this course:  
    General Education Requirements: (This course satisfies...)  
    Program: (This course satisfies...)  
    Additional Requirements: (Optional, This course satisfies...)

Specific Learning Outcomes from Official College Catalog  
Additional Learning Outcomes (optional):

## **Course Requirements/Expectations**

### **Class Attendance and Participation Policy**

\*Insert class attendance and participation policy here

### **Student Responsibilities**

Your expectations about the involvement of students in the learning experience should be positively and specifically stated here. Be clear about how the expectations may differ from high school in relation to classroom discourse, assignments, role of student vs. instructor, how to seek help from you, etc.

### **Course Readings**

### **Assignments**

\*Some instructors prefer to submit a calendar of course topics

### **Grading Policy**

Allocation of points/percentages

Types of assignments & weighted value of each

Class Participation Component

Grading Rubric(s)

Extra Credit (optional – however, even if extra credit isn't given, it is recommended that you include a statement to that fact)

### **Academic Integrity**

SUNY Broome Academic Honesty Policy:

[https://mycollege.sunybroome.edu/c/document\\_library/get\\_file?p\\_l\\_id=142779&folderId=142906&name=DLFE-762.pdf](https://mycollege.sunybroome.edu/c/document_library/get_file?p_l_id=142779&folderId=142906&name=DLFE-762.pdf)

Insert your own academic integrity policy, if desired.

### **Fast Forward Student Handbook**

\*Please include the following statement in your syllabus:

Students should review the Fast Forward Student Handbook provided at [sunybroome.edu/ff](http://sunybroome.edu/ff) for information on college expectations, campus resources, and transferring credits.

### **Instructor Disclaimer (please use entire statement)**

This syllabus is intended to give the student guidance in what may be covered during the semester and will be followed as closely as possible. The instructor reserves the right to modify, supplement and make changes as the course needs arise in such a manner that will benefit the classroom environment.