| **Instructor**: First Name Last Name [normal text] | **Office**: (Building and room number) |
| --- | --- |
| **Phone**: (area code) (telephone number) | **Email**: (Your email address) |
| **Office Hours**: (Days and time) | **Prerequisites**: (optional) |
| **Course**: | **Term**: (Semester and year) |
| **Class Days/Times**: (Days and time) | **Class Location**: (Physical Building and room number) |
|  | **Class Location**: (Digital location – Zoom, Teams, etc.) |

## Course Description (formatting: use heading 2)

(Insert course description from the catalog and/or departmental description here.)

## Course Goals/Student Learning Objectives [OPTIONAL] (formatting: use heading 2)

(Insert goals and objectives here. Objectives must be measurable, specific, and time related.)

### Student Learning Outcomes (SLO) [OPTIONAL] (formatting: use heading 3)

Upon successful completion of this course, students will be able to:

1. SLO1 (insert learning objective 1)
2. SLO2 (insert learning objective 2, etc.)
3. SLO3 (insert learning objective 3, etc.)
4. SLO4 (insert learning objective 4, etc.)

## Required Texts/Readings (formatting: use heading 2)

### Textbook (formatting: use heading 3)

(Insert the complete textbook citation here. Include ISBN and where students can buy the text.)

For textbook options, see [49ers Shops Bookstore](https://www.fortyninershops.net).

### Other Readings (optional) (formatting: use heading 3)

(Insert the list of any additional readings here.)

### Other equipment / material/technology requirements (optional) (formatting: use heading 3)

(Include as necessary e.g., if students need to obtain specific software to do homework, etc. here.)

### Course Fees (optional) (formatting: use heading 3)

(Include as necessary)

## Academic Technology Resources for Students (formatting: use heading 2)

(Include any specialized computer access for your course here.)

Academic Technology Services has compiled software and apps, services and support, computer labs and study spaces: [Academic Technology Resources for Students](https://www.csulb.edu/academic-technology-services/academic-technology-resources-for-students).

## Canvas Access (formatting: use heading 2)

Access this course through your Single Sign-On (SSO) access to [Canvas](https://csulb.instructure.com) (https://csulb.instructure.com) with your CSULB Campus email and password. You will need access to the Internet and a supported Web browser (Firefox or Google Chrome are recommended for the best results).

## i>Clicker (formatting: use heading 2)

If you plan on using iClicker in your class, please consult Academic Technology’s Instructor Support for iClickers web page on [Instructor Support for iClickers](https://www.csulb.edu/academic-technology-services/instructional-design/instructor-support-for-iclickers) under the Resources tab for what needs to be included in the class syllabus.

## Class Health Safety (COVID) (formatting: use heading 2)

To facilitate safe and comfortable in-person learning environments: **Faculty, staff and students who test positive for COVID-19 must remain off-campus for a minimum of 24 hours.**

Our campus strongly recommends but no longer requires facial coverings in indoor spaces. Faculty members cannot require students to wear masks or segregate students who choose not to wear a mask in classrooms as a result of this policy. Mask wearing may only be required for students when there has been a verified COVID-19 exposure in a classroom. (see [www.csulb.edu/covid-19](https://www.csulb.edu/covid-19)).

Be sure to regularly check your CSULB email and the [CSULB Covid-19 website](https://www.csulb.edu/covid-19) both for the most up-to-date information and for specific information on protocols for exposures to or positive tests for COVID-19.

## Course Schedule (formatting: use heading 2)

Indicate if some information may be subject to change (e.g., due dates, exam dates)

| **Week** | **Due Date** | **SLO** | **Grade** | **Topics, Readings, Assignments** |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |
| 16 |  |  |  |  |
| Final Exam |  |  |  | Venue and Time |

## Course Policies and Requirements (formatting: use heading 2)

### Safety Requirements (formatting: use heading 3)

Insert relevant safety-related material for this class.

### Grading Policy (formatting: use heading 3)

Specify grading policies including how grades are determined, what grades are possible, whether extra credit is available, what the penalty is for late or missed work, and what constitutes a passing grade for the course. Include the date of the final exam/s. If you grade on participation, indicators on how participations will be assessed should be included.)

### Evaluation Method (example)

| **Assignment** | **Points** | **Weight** |
| --- | --- | --- |
| First Exam | 100 | 25% |
| Second Exam | 100 | 25% |
| Final Exam | 100 | 25% |
| Group presentation | 100 | 10% |
| Journals | 100 | 10% |
| Attendance and Participation | 100 | 5% |

### Course Grading Scale (example)

| **Percent Range** | **Letter Grade** |
| --- | --- |
| 90 – 100% | A |
| 89 – 80% | B |
| 79 – 70% | C |
| 69 – 65% | D |
| Below 64% | F |

*\*Note to instructors: if applicable, consider adjusting the scale to accommodate those final grades that may fall in between the 10ths of the grade breaks, e.g., between 89.0 and 90.0.*

### Communication Policy (formatting: use heading 3)

[Insert your policy on how you will communicate with your students and how you want your students to communicate with you.]

### Late work/Make-up Policy (formatting: use heading 3)

[Insert your policy on late work and making up work.]

### Plagiarism/Academic Integrity Policy (formatting: use heading 3)

In its policy on [Academic Integrity (PS 21-01)](https://www.csulb.edu/academic-senate/policy-academic-integrity-regarding-cheating-and-plagiarism), the University defines plagiarism as:

*The act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledgement of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary. Both quoted and paraphrased materials must be given proper citations.*

*Self-plagiarism is generally defined as re-use of one’s own work for multiple assignments within one or multiple courses, or presenting previous work in another context without citing it as one's own.*

Work that you submit is assumed to be original for this assignment unless your source material is documented appropriately, such as a Works Cited page. Using the ideas or words of another person, even a peer, or a web site, as if it were your own, is plagiarism.

In this course, [Faculty: *clearly indicate here to what extent students may or may not re-use their own previously created work. PS 21-01 states that "in the absence of clear direction from the syllabus, students are advised to receive prior authorization from the instructor in any course before they re-use any portion of their own work."*]Students may be directed to consult the section on [academic integrity in the CSULB catalog](http://catalog.csulb.edu/content.php?catoid=10&navoid=1151#cheating-and-plagiarism).

### Drops and Withdrawals at CSULB via MyCSULB (formatting: use heading 3)

Per [CSULB Policy Statement 22-01](https://www.csulb.edu/academic-senate/policy-withdrawals), "students are responsible for withdrawing from courses they do not intend to complete. Withdrawals during this period will not appear on the student's record… Because instructors are not required to withdraw students from classes, students are responsible for officially withdrawing from the classes to avoid assignment of a "WU" in the course."

[Using Academics](https://www.csulb.edu/enrollment-services/using-academics) guides students through self-service schedule adjustments options available in MyCSULB during the first two weeks of class. Classes dropped during this time will not appear on students' permanent records.

After the first two weeks of class, students may initiate withdrawals from class through MyCSULB. Instructions are located under the *Request to Withdraw* tab at [Using Academics.](https://www.csulb.edu/enrollment-services/using-academics)

**Important:** If withdrawing after the second week of instruction, a "W" will appear on the student’s permanent record. Students should consider the consequences of this action and consult their academic advisor. After the second week of the term, withdrawals can impact progress towards degree, future course enrollment, current financial aid awards, and future financial aid eligibility. In most instances, the withdrawal units will be applied to the student's Undergraduate Withdrawal Limit (18 units over the course of their entire CSULB undergraduate career).

Students should also be aware that after the 2nd week of instruction, class withdrawals are permissible only for serious and compelling reasons. The definition of serious and compelling reasons as applied by faculty and administrators will be defined more narrowly as the term progresses. **Please be advised that poor academic performance or poor time management is not justification for withdrawing from classes.**

#### **Spring 2025 Timeline for Drops and Withdrawals** [formatting: use heading 4]

**1/21/2025 – 2/3/2025: Students may drop classes through MyCSULB via** [**Single Sign-On (SSO).**](https://sso.csulb.edu/) These drops will not appear on students' permanent records.

**2/4/2025 – 4/18/2025:** **Withdrawal after first 2 weeks and prior to the final 3 weeks of instruction:** Students access MyCSULB via [Single Sign-On (SSO)](https://sso.csulb.edu/) and click on the "Enroll" link in the Academics section. Next, click the “Withdraw” tab. To initiate the withdrawal request, click on "Create New Request" button. If appropriate, attach documentation.

**4/19/2025 – 5/9/2025: Catastrophic Withdrawals (During the Final 3 Weeks of Instruction):**

***Note:*** Withdrawal during the final three weeks of instruction is not permitted unless there are serious and extenuating circumstances beyond your control that prevent you from continuing in your classes and incompletes are not possible.

Follow the directions at the "Withdraw" tab in the Academics Section of MyCSULB, accessed via [Single](https://sso.csulb.edu/) Sign-On (SSO). Justification and supporting documentation are required and must be uploaded with the request to withdraw. Approvals required include student’s instructor, the chairperson of the department offering the class, and the Associate Dean of the college in which the class is offered. All requests will be submitted to the Withdrawal Committee for review. Students will receive an email with the decision.

### Attendance Policy (formatting: use heading 3)

Students are expected to attend classes regularly. Class attendance and participation are necessary and important components of learning that affect all students in the class and are essential to achieving a course’s educational objectives. Please refer to and get familiar with the [CSULB Policy on Class Attendance](https://www.csulb.edu/academic-senate/policy-statement-17-17-attendance-policy-supersedes-01-01). Note: The policy statement lists those absences the university considers eligible for excused absences.

### Technical Assistance – Academic Technology Services (ATS) (formatting: use heading 3)

If you need technical assistance at any time during the course or need to report a problem with Canvas or BeachBoard, please contact the [Technology Help Desk](https://csulb.teamdynamix.com/TDClient/1993/Portal/Home/). They can be reached by phone at (562) 985-4959 and also by email at [helpdesk@csulb.edu](mailto:helpdesk@csulb.edu). ATS is located in the AS Building, Room 120 and open for walk-ins from 8 am-6 pm, Monday-Friday. Additional technology resources and assistance for students are available at [Academic Technology Services](https://www.csulb.edu/academic-technology-services/academic-technology-resources-for-students).

### Students Requiring Accommodations to Successfully Attend/Complete This Class (formatting: use heading 3)

Students with disabilities who require reasonable academic accommodations are strongly encouraged to register with the [Bob Murphy Access Center (BMAC)](https://www.csulb.edu/student-affairs/bob-murphy-access-center) each semester. Students must submit supporting disability documentation to BMAC and provide faculty of any BMAC verification of accommodations as early in the semester as possible. BMAC is located in the Student Success Center, Room 110 and can also be reached by phone at (562) 985-5401 or via email at [bmac@csulb.edu](mailto:bmac@csulb.edu). The policy of the CSU is to make its programs, services, and activities accessible to students, faculty, staff, and the general public, with disabilities who visit or attend a campus-sponsored event.

**CNSM Zero-Tolerance Policy for Sexual/Gender-Based Harassment.** (formatting: use heading 3)

The CNSM is committed to providing a safe and positive learning environment and has established a zero-tolerance policy for any sexual/gender-based misconduct, including, but not limited to sexual harassment, assault, dating violence, stalking for all faculty, staff, and students.

The following entities at CSULB have been established to provide support and assistance for victims of sexual harassment and assault:

* [Equity & Compliance for Title IX needs](https://www.csulb.edu/title-ix) (www.csulb.edu/title)
* [CSULB University Police Department](https://www.csulb.edu/university-police/sexual-assault-domestic-violence-and-stalking) (www.csulb.edu/university-police/sexual-assault-domestic-violence-and-stalking)
* [The Women's & Gender Equity Center](https://www.csulb.edu/wgec) (www.csulb.edu/wgec)
* [Counseling & Psychological Services (CAPS) Office](https://www.csulb.edu/caps) (www.csulb.edu/caps)
* [Sexual Misconduct Information - Student Health Services](https://www.csulb.edu/student-affairs/student-health-services/available-health-services/sexual-misconduct-information) (www.csulb.edu/student-affairs/student-health-services/available-health-services/sexual-misconduct-information)
* [Not Alone @ The Beach](https://cla.csulb.edu/natb/) (cla.csulb.edu/natb/)

For more information regarding CSULB's policies on sexual misconduct and discrimination, please see [www.csulb.edu/title-ix](https://www.csulb.edu/title-ix).

### CNSM Statement on Anti-Hate Speech/Promotion of Tolerance. (formatting: use heading 3)

As members of The Beach community, we practice tolerance and denounce hate and prejudice. Our classroom will strive to be a place of mutual respect where the focus is on learning and student success.

### BEACHIX@LB. (formatting: use heading 3)

CSULB encourages its community to RISE:

* **R**efer student concerns to support services and Equity & Diversity;
* **I**ntervene appropriately when they see an issue arising;
* **S**upport those who may experiencing a Title IX related issue; and
* **E**ducate themselves, students, and colleagues about Title IX, campus resources, and sexual misconduct prevention and awareness.

More information regarding Title IX and our campus resources may be found on the [Office of Equity and Compliance](https://www.csulb.edu/equity-compliance) (www.csulb.edu/equity-compliance).

### **Affirmative Consent** (formatting: use heading 3)

The CSU has an Affirmative Consent policy, and is perhaps best understood by watching the following educational video: [Consent - It's Simple as Tea](https://www.youtube.com/watch?v=fGoWLWS4-kU).