| **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**: (Building and room number) |

## Course Description [heading 2]

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

## Course Goals/Student Learning Objectives [OPTIONAL] [heading 2]

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

### Student ThisLearning Outcomes (SLO) [OPTIONAL] (heading 3)

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

SLO1 (insert learning objective 1)

SLO2 (insert learning objective 2, etc.)

SLO3 (insert learning objective 3)

SLO4 (insert learning objective 4, etc.)

## Required Texts/Readings [heading 2]

### Textbook (heading 3)

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

For Text book options, see [Faculty Resource: Text book options - http://www.fortyninershops.net/site\_faculty\_textbook\_options.asp?](http://www.fortyninershops.net/site_faculty_textbook_options.asp)

### Other Readings (optional) (heading3)

(Insert the list of any additional readings here.)

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

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

**Computer Access**

Two open access computer labs are available for current CSULB students. Both the Horn Center (located in lower campus) and the Spidell Technology Center (located in Library) are a great resource for students needing to use a computer. Visit the [Open Access Computing Facilities - http://www.csulb.edu/library/guide/computing.html](http://www.csulb.edu/library/guide/computing.html) website for an extensive list of all available software installed in both computer labs.

## BeachBoard Access (heading 2)

To access this course on [BeachBoard - https://bbcsulb.desire2learn.com/](https://bbcsulb.desire2learn.com/) you will need access to the Internet and a supported Web browser (Firefox is the recommended browser). You log in to [BeachBoard - https://bbcsulb.desire2learn.com/](https://bbcsulb.desire2learn.com/) with your CSULB Campus ID and BeachID password. Bookmark this link for future use, or you can always access it by going to [CSULB - http://www.csulb.edu/](http://www.csulb.edu/)’s homepage and clicking on the BeachBoard link at the top of the page.

Once logged in to BeachBoard, you will see the course listed in the My Courses widget on the right; click on the title to enter the course.

## i>Clicker (heading 2)

If you plan on using iClicker in your class, please see our help file for suggestions on [what to include in your syllabus - http://www.csulb.edu/divisions/aa/academic\_technology/itss/collaboration/clickers/iclicker\_syllabus.html](http://www.csulb.edu/divisions/aa/academic_technology/itss/collaboration/clickers/iclicker_syllabus.html).

## Course Schedule [heading 2]

| **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 [heading 2]

### Grading Policy (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 |

### Communication Policy [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 [heading 3]

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

### Plagiarism/Academic Integrity Policy [heading 3]

Work that you submit is assumed to be original 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. Students should read the section on [cheating and plagiarism in the CSULB catalog - http://www.csulb.edu/divisions/aa/catalog/current/academic\_information/cheating\_plagiarism.html](http://www.csulb.edu/divisions/aa/catalog/current/academic_information/cheating_plagiarism.html).

### University Withdrawal Policy [heading 3]

Class withdrawals during the final 3 weeks of instruction are not permitted except for a very serious and compelling reason such as accident or serious injury that is clearly beyond the student's control and the assignment of an Incomplete grade is inappropriate (see [Grades - http://www.csulb.edu/depts/enrollment/student\_academic\_records/grading.html](http://www.csulb.edu/depts/enrollment/student_academic_records/grading.html)). Application for withdrawal from CSULB or from a class must be officially filed by the student with Enrollment Services whether the student has ever attended the class or not; otherwise, the student will receive a grade of "WU" (unauthorized withdrawal) in the course. Please refer to the [CSULB Course Catalog - http://www.csulb.edu/divisions/aa/catalog/current/academic\_regulations/withdrawal\_policy.html](http://www.csulb.edu/divisions/aa/catalog/current/academic_regulations/withdrawal_policy.html) to get familiar with the policy.

### Attendance Policy [heading 3]

Students are expected to attend classes regularly. Please refer to and get familiar with the [CSULB Attendance Policy - http://www.csulb.edu/divisions/aa/catalog/current/academic\_information/class\_attendance.html](http://www.csulb.edu/divisions/aa/catalog/current/academic_information/class_attendance.html).

### Technical Assistance [heading 3]

If you need technical assistance at any time during the course or need to report a problem with BeachBoard, please contact the Technology Help Desk using their [online form - http://www.csulb.edu/divisions/aa/academic\_technology/thd/contact/](http://www.csulb.edu/divisions/aa/academic_technology/thd/contact/) or by phone at (562) 985-4959 or visit them on campus in the Academic Service (AS) building, room 120.

### Inform me of Any Accommodations Needed [heading 3]

Students with disabilities who need reasonable modifications, special assistance, or accommodations in this course should promptly direct their request to the course instructor. If a student with a disability feels that modifications, special assistance, or accommodations offered are inappropriate or insufficient, they should seek the assistance of the Director of the CSULB Disabled Student Services, please see their [website - http://www.csulb.edu/divisions/students/dss/](http://www.csulb.edu/divisions/students/dss/) or contact them via email at dss@csulb.edu or by phone at (562) 985-4635. The policy of the CSU is to make its programs, services, and activities accessible to students, faculty, staff, and the general public who visit or attend a campus-sponsored event, with disabilities. [To see the full policy, visit http://www.csulb.edu/divisions/students/ati/policies/index.htm](http://www.csulb.edu/divisions/students/ati/policies/index.htm).