| **Instructor**: | **Mode of delivery**: Indicate Hybrid, or On-line Sychronous or Asynchronous |
| --- | --- |
| **Email**: |  |
| **Course:** | **Term**: Fall 2022 |
| **Office Hours:** | **Office Hour Zoom Link:** |
| **Class Days/Times**: | **Class Zoom Link:** |
| **Lab Days/Times**: |  |

## Course Description (copy from the course catalogue):

## Units (copy from the course catalogue):

## Prerequisite (copy from the course catalogue):

## Required Textbook:

## 

## Additional References (Optional) :

## Student Learning Outcomes

At the completion of this course, students will be able to…

## Course Objectives

## Here please add specific objectives related to the material covered in the course:

## Course Structure and Delivery Mode

Here, please provide information on how the course will be delivered. Below is a sample statement.

*This course is conducted entirely online(or in the hybrid format) . You will access the course material and activities on* [*BeachBoard*](https://bbcsulb.desire2learn.com/d2l/home) *and are required to participate in synchronous class meetings via* [*Zoom*](https://csulb.zoom.us/meeting)*.*

*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://web.csulb.edu/divisions/aa/academic_technology/thd/contact/)*, by phone at (562) 985-4959.*

## Course Communication

We will use BeachBoard to **make announcements,** communicate information, post assignments and corresponding due dates, and discuss course-related topics.  **Please note, it is your responsibility to check** BeachBoard’s dashboard **regularly, as** it will contain **important information about upcoming class assignments, activities, or concerns.**

Add additional info as needed.

## Tentative Course Schedule

* Week 1:
* Weeks 2-3:
* Week 4-5:etc.

**GRADING SCALE (Optional)**

|  |  |
| --- | --- |
| **LETTER GRADE** | **PERCENTAGE** |
| **A** | 90-100% |
| **B** | 80-89% |
| **C** | 70-79% |
| **D** | 60-69% |
| **F** | 59% and below |

**Evaluation Components and their Percentages**

If is helpful to include a description of each type of Assignment

| **Evaluation Components** | **Weight** |
| --- | --- |
| Paricipation | % |
| Writing Assignments | % |
| Midterm Exam | % |
| Final Exam | % |
| Total | 100% |

**Evaluation Components**

In this section provide all information on how each evaluation component will be assigned, due dates, mode of submission, if the assignment is a group or individual assignment, estimated exams dates, rules on make-up exams, extra credit assignments etc. Instructors should also include a statement about Late Work and how it will be evaluated.

### **Attendance Policy**

Students are expected to attend classes. 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

Students may have a valid reason to miss a class. When any of the following reasons directly conflict with class meeting times, students are responsible for informing faculty members of the reason for the absence and for arranging to make up missed assignments, tests, quizzes, and class work insofar as this is possible. Excused absences include, but are not limited to:

* Illness, injury to the student, or medical conditions, including those related to pregnancy
* Death, injury, or serious illness of an immediate family member. An immediate family member is defined as a close relative, or a person residing in the immediate household of the student.
* Religious reasons (California Education Code section 89320)
* Jury duty, military service, or other government obligation
* University-sanctioned or -approved activities (examples include but are not limited to artistic performances, participation in scholarly conferences and presentations, intercollegiate athletic activities, student government, required class field trips, etc.)

Faculty members are not obligated to consider other absences as excused.

Students are responsible for the content of the missed classes, and should consult with the instructor and/or BeachBoard/Canvas to learn what was covered in class.

## How to Contact the Instructor

Here please enter information on how student can contact the instructor, how questions should be sent (if by email, text, or BeachBoard for example), and the time frame students can expect to get a response.

## Office Hours

Here please provide information on how office hours will be held and alternative ways to talk to the instructor if students cannot make it for the regular office hours.

**Gender Pronoun**

This course affirms people of all gender identities and gender expressions. Please let your instructor know if you prefer to be called a different name than what is on the class roster. You may also change your name for BeachBoard and MyCSULB without a legal name change. To submit a request, go to MyCSULB/Personal Information/Names.

## Plagiarism/Academic Integrity Policy

The following is a sample statement about cheating and plagiarism that may be used in your syllabi. Please feel free to copy and modify this statement to meet your needs:

Cheating, plagiarism, or any other act of violation of Academic Integrity policy is unacceptable. Work that you submit is assumed to be original unless your source material is documented appropriately, using proper citation. Using the ideas or words of another person, even a peer, or a web site, as if it were your own, is plagiarism. At a minimum, any student caught violating the university Academic Integrity Policy will receive no credit for the work concerned. To learn more about the University policy on Cheating and Plagiarism, visit: [Academic Information and Regulations-Cheating and Plagiarism](http://catalog.csulb.edu/content.php?catoid=5&navoid=369#cheating-and-plagiarism)

## University Withdrawal Policy

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)). Application for withdrawal from CSULB or from a class must be filed by the student [online](https://www.csulb.edu/student-records/dropping-and-withdrawing) whether the student has ever attended the class or not; otherwise, the student will receive a grade of "WU" (unauthorized withdrawal) in the course. More information regarding the University guidelines on Dropping and Withdrawing at:

[Dropping and Withdrawal](https://www.csulb.edu/student-records/dropping-and-withdrawing#:~:text=Policy,after%20separation%20from%20the%20university.)

**Disability Accommodations**

Disabilities vary diversely and may include: physical disabilities, Blindness, Low Vision, speech  
disabilities, d/Deaf/Hard of Hearing, and invisible disabilities, such as learning disabilities,  
psychiatric disabilities, Autism, MAD, and other neuro-divergent disabilities. CSULB Dance  
faculty are committed to making our classrooms accessible and welcoming safe spaces for  
disabled students, as well as empowering ourselves to learning about and amplify disability as  
an identity, culture, and group with historical value. We are committed to maintaining a  
sustainable, inclusive community and environment for all. This includes being sensitive to  
supporting the mental health of disabled students.

Online courses are required to meet ADA accessibility guidelines. Students with a disability or medical restriction who are requesting a classroom accommodation should contact the Bob Murphy Access Center (BMAC) and also notify the instructor. BMAC personnel will work with the student to identify a reasonable accommodation in partnership with appropriate academic offices and medical providers. Only approved BMAC petitions will be accommodated.

## Student Grievance Policy

Please check CSULB grievance policy and procedure at:

[Student Grievance Procedures](https://www.csulb.edu/academic-senate/policy-statement-07-01-student-grievance-procedures%C2%A0superseded-ps-95-21)

## Additional Information

## BeachBoard Access

To access this course on BeachBoard you will need access to the Internet and a supported web browser (Please note: The preferred web browser to use when accessing information in this course is Google Chrome. Google Chrome minimizes technical issues and responds well to the technology used in this course.).

## Go to CSULB’s homepage (<http://www.csulb.edu/>) and click on the BeachBoard link at the top of the page. Log in to [BeachBoard](https://bbcsulb.desire2learn.com/) with your CSULB Campus ID and BeachID password. Once logged in at BeachBoard, you will see the course listed in the My Courses widget on the right; click on the title to enter the course. (Required information)

Please contact the Department Chair if you need support with access to the Internet, electronic devices, or any other issues related to remotely accessing your course.

## Question FORUM (Optional)

Here is a sample statement. Please modify as needed.

*In an online course it is normal to have many questions about things that relate to the course, such as clarification about assignments, course materials, or assessments. Please post these in the QUESTION FORUM which you can access by clicking the DISCUSSIONS button in the course navigation links. This is an open forum, and you are encouraged to give answers and help each other. For each clear and comprehensive answer that you give, you can receive 1 extra credit point for the course (up to 5 points maximum). Please do not post your personal concerns in a discussion forum.*

## Netiquette

When posting on the discussion boards and chat rooms it is important to understand how to interact with one another online, ***netiquette.*** [Please read](https://www.rasmussen.edu/student-experience/college-life/netiquette-guidelines-every-online-student-needs-to-know/) more about the [rules of netiquette](http://www.albion.com/netiquette/corerules.html).

## Additional Resources

There are many services on campus to help you achieve success in your courses. Links to the following services are also available in BeachBoard course homepage under “CSULB Student Resources”:

* [Counseling and Psychological (CAPS)](http://web.csulb.edu/divisions/students/caps/)
* [Disabled Student Services](http://web.csulb.edu/divisions/students/dss/)
* [Enrollment Services](https://www.csulb.edu/enrollment-services)
* [Financial Aid](https://www.csulb.edu/financial-aid)
* [Learning Assistance Center](https://www.csulb.edu/academic-advising/the-learning-center)
* [Student Health Services](http://web.csulb.edu/divisions/students/shs/?utm_source=website&utm_medium=homepage&utm_content=footerlink&utm_campaign=web)
* [Tutoring at CSULB](http://web.csulb.edu/divisions/students/student_resources/tutoring.html)
* [University Library](https://www.csulb.edu/university-library)
* [Writers Resource Lab](https://www.csulb.edu/university-writing-center)
* [**Division of Student Affairs: Programs & Services**](https://web.csulb.edu/divisions/students/programs.html)

## Student Feedback about the Course (Optional up to the instructor)

Here please explain why you need feedback, how you will collect it use it and how frequently you will collect it. Below is an example of statement on feedback:

*Student Feedback is highly encouraged. Please feel free to contact the instructor to share any concern or opinion about the course throughout the semester and participate in the* ***anonymous survey*** *(via BeachBoard). Early Feedback will provide the instructor the opportunity to address your concern and implement required modifications in a timely manner.*

## Personal Assistance

The following *statement* has been provided by the Dean of Students for use in your syllabi:

*Any student who is facing academic or personal challenges due to difficulty in affording groceries/food and/or lacking a safe and stable living environment is urged to contact the* [*CSULB Student Emergency Intervention & Wellness Program*](http://web.csulb.edu/divisions/students/studentdean/emergency_grant/)*. Additional resources are available via* [*Basic Needs Program*](http://web.csulb.edu/divisions/students/basic_needs_program/index.html)*. The students can also email* [*supportingstudents@csulb.edu*](mailto:supportingstudents@csulb.edu)*, call (562)985-2038, or if comfortable, reach out to the instructors as they may be able to identify additional resources*

Sexual Assault, Rape, Dating/Domestic Violence, & Stalking

Title IX prohibits gender discrimination, including sexual harassment and sexual misconduct. If you have experienced sexual harassment, sexual assault, rape, dating/domestic violence, or stalking, the campus confidential Victim’s Advocate is available to help.  Jaqueline Urtez (e: [advocate@csulb.edu](mailto:advocate@csulb.edu), p: (562) 985-2668) can provide **free** and **confidential** support, accommodations, and referrals for victims without having to report the assault to campus authorities.  While students are welcome to discuss assaults with faculty, both faculty and teaching assistants are mandatory reporters who are required to report all incidents of sexual harassment/misconduct to the Title IX office for follow-up and possible investigation.  Students who do wish to report the assault for possible investigation may contact the confidential victim’s advocate, who can help them through the reporting process, or they can report the assault directly to the Title IX Office by completing an online reporting form at <https://www.csulb.edu/equity-diversity/title-ix> or contacting the Office of Equity & Diversity at [OED@csulb.edu](mailto:OED@csulb.edu).

**Eliminating Anti-Blackness**

Faculty at CSULB strive to create an environment that supports meaningful dialogue grounded in research, academic inquiry, and mutually respectful relations. We also strive to remain conscious of and attentive to the damage that anti-Blackness does to the lives of our students, faculty, staff, administrators, and their related communities. We recognize and acknowledge anti-Blackness as being endemic to “how all of us make sense of social, economic, historical, and cultural dimensions of human life” (ross, *New York Times*, 2020). We recognize and acknowledge anti-Blackness as being endemic to the history of the university as an institution. As such, faculty at CSULB denounce anti-Blackness and racial violence in all forms and stand in solidarity with Black communities in the fight for racial justice, equality, and equity. We pledge to remake our institution as one that values, honors, and supports Black lives. We recognize the impact of anti-Blackness on our students, and we invite them to dialogue with their professors as we work to make our classrooms anti-racist and dignity-affirming spaces. CSULB’s Department of Africana Studies, located at PSY 306, and OMA’s Black Resource Center (contact Jeremy Scruggs in USU 224 for access) are available as resources for the cultural grounding, growth, and development of our students. Visit the Department of Africana Studies and the Office of Multicultural Affairs for more information.

## Emergency Preparedness

Students are strongly encouraged to familiarize themselves with the [Personal Preparedness Instructions](https://www.csulb.edu/university-police/personal-preparedness) and other resources under “Emergency Preparedness” link on [CSULB University Police web site](https://www.csulb.edu/university-police).

<https://home.csulb.edu/~ttorres/Safety/FacultyEmergencyPreparednessHandout20130729.pdf>

## Disclaimer

In the event of extraordinary circumstances beyond the University's control, the content and/or evaluation scheme in this course is subject to change.