| **Instructor**: | **Mode of delivery**: Indicate Alternative or Hybrid |
| --- | --- |
| **Email**: |  |
| **Course:** | **Term**: Fall 2020 |
| **Virtual Office Hours:** | **Zoom/another Link:** |
| **Class Days/Times**: | **Class Zoom Link / Location**: |
| **Lab Days/Times**: | **Lab Zoom Link / Location**: |

## 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.

## Course Policies

### Grading Policy

**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** |
| --- | --- |
| Laboratory\* | % |
| Homework Assignments | % |
| Pop Quizzes | % |
| 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 and Participation Policy (Dance Faculty Please Read “Class Participation in Department of Dance Courses,” <https://csulb.migrate.acquia.com/sites/default/files/groups/dance/2020-2021_docs/class_participation_in_department_of_dance_courses.pdf>

### and “Teaching Students with Disabilities,” <https://csulb.migrate.acquia.com/sites/default/files/groups/dance/2020-2021_docs/teaching_students_with_disabilities_drafted_by_dance_affinity_a.i.d.e._8-12-20.pdf>

### before you write your attendance and participation requirements.)

Here please provide information on attendance and participation requirements.

## 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.

## Virtual 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.

## 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.)

Use of Touch in Dance Pedagogy  
Touch is a common method for helping students to learn a dance form and can be an effective tool for imparting kinesthetic information such as alignment, initiation, and spatial/bodily orientation. Please notify the instructor if you are uncomfortable with this method of instruction so that alternative cueing methods can be substituted. Instructors or students should receive affirmative consent before initiating physical contact. A clear explanation of which area(s) of the body will be touched should occur prior to each application of touch.

## Disability Accommodations

Students with disabilities who require reasonable academic accommodations are strongly encouraged to register with the Bob Murphy Access Center (BMAC) 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 Shakarian Student Success Center, Room 110 and can also be reached by phone at (562) 985-5401 or via email at bmac@csulb.edu.

## Emergency Preparedness (add only if the class is hybrid)

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).

## 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.

## 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)

## Technology Requirements

* **Access**: (**Here provide information to access to a computer in case a student doesn’t have one**)
* **Software and tools**: You will need to have an up-to-date browser, operating system and some additional software (list any needed for your course) on your computer to take this class. Some of the documents in this course will be available to you in PDF form. If you do not have Adobe Acrobat Reader software on your computer, you can download it by going to
* [Adobe Acrobat Reader](https://get.adobe.com/reader/)

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 Phychological (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).

## Basic Needs

If you are having trouble affording enough food to eat, do not have a safe and reliable place to sleep, and/or experiencing an emergency or crisis, then the Basic Needs Program is here to help. The Basic Needs Program provides emergency services and resources for students. To learn more about the program, visit https://www.csulb.edu/student-affairs/basic-needs/basic- needs-services.

To apply for emergency services such as meal assistance program, emergency grant, or emergency housing, complete the information at this link: https://cm.maxient.com/reportingform.php?CSULongBeach&layout\_id=2.

The Basic Needs Program recognizes that not having your basic needs met can affect your performance in the classroom, and they are here to support you and help ensure you get to your graduation day. They look forward to being of service to you.