

# Course Syllabus Template

## Instructions for using this Course Syllabus Template

- The syllabus is broken into discrete sections, which can be rearranged, removed, or modified to best fit your course and teaching style.
- In order to keep the syllabus accessible the style (headings, paragraphs etc.) should be maintained. For further details on developing accessible word documents please see the Atomic Learning tutorials found under My CI.
- The syllabus includes some common language to describe campus policies and services to serve as a guideline for you. *Be sure to read these sections and change language to fit your course needs.*
- The syllabus assumes you will be using CILearn, remove all references to this if you are not using CILearn for your course.
- Adjust descriptions of activities and outcomes to fit your course.
  - Look for **\*green text** marked also with an “\*,” used as a placeholder, to indicate information needed, text you should change, or notes. *Be sure to delete these notes before finalizing your syllabus and change the text color to black.*
  - Be sure to remove references to tools, activities, or outcomes that you do not plan to use in your course.
  - The syllabus includes some common language to describe campus policies and services to serve as a guideline for you. *Be sure to read these sections and change language to fit your course needs.*

**Delete this page from your  
finished syllabus before distribution.**

**\*Department/College**

**\*Course Name**

**\*Semester Syllabus**

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## **Part 1: Course Information**

### **Instructor Information**

**Instructor:** \*Name

**Office:** \*Location

**Office Hours:** \*Times & Days

**Office Telephone:** \*Phone Number

**E-mail:** \*E-mail address (*Note: specify your preferred contact*)\*

### **Course Description**

\*Enter catalog description.

#### **Prerequisite**

- \*Enter prerequisite information.

#### **GE Area if Applicable**

- \*Enter if applicable or remove this heading. *Note: General Education courses must display the area they fulfill.*

### **Textbook & Course Materials**

#### **Required Text**

- \*List required course textbooks. Include detail such as full name of textbook, author, edition, ISBN, description (if desired), and where it can be purchased. If a required text is available online, indicate where it can be accessed.

#### **Recommended Texts & Other Readings**

- \*List other readings available and how/where to access them.
- *\*Include a general statement such as* Other readings will be made available in the course packet/Web site/CILearn environment

### **Course Requirements**

- Internet connection (DSL, LAN, or cable connection desirable)
- Access to CILearn/Web site/Other

- *\*List other tools, resources, and materials needed by the student for success in the course. Remove the above bullets if you do not plan to use CILearn or another Web-based resource.*

## **Course Structure**

*\*Explain how the course will be delivered. Is it lecture, discussion, activity, or lab-based. How much time is devoted to each component and are there different meeting places students should be aware of (such as labs or activity rooms)?*

### **Online Resources**

*\*List any online resources such as CILearn, a faculty Web site, textbook Web site, or other Web resources that you expect students to access and use.*

## Part 2: Student Learning Outcomes

\*List the student learning outcomes for this course. The student learning outcomes for each course can be found on the Curriculum Committee website under Program Areas and Courses (<http://senate.csuci.edu/comm/curriculum/>). A bulleted list is a good way to display these objectives as shown below:

- \*Objective
- \*Objective
- \*Objective

You will meet the objectives listed above through a combination of the following activities in this course:

\*Provide instructions to students on how they are expected to meet the learning objectives for the course. For example: Will most objectives be met through examination? Or through participation? Or through projects?

- \*Attend ...
- \*Complete ...
- \*Participate ...

## **\*Course Name**

### **\*Semester Syllabus**

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### **Part 3: Topic Outline/Schedule**

- **Week 01: \*Topic**
  - \*Details ...
- **Week 02: \*Topic**
  - \*Details ...
- **Week 03: \*Topic**
  - \*Details ...
- **Week 04: \*Topic**
  - \*Details ...
- **Week 05: \*Topic**
  - \*Details ...

#### **ALTERNATE FORMAT:**

<b>Week</b>	<b>Topic</b>	<b>Readings</b>	<b>Activities</b>	<b>Due Date</b>
1				
2				
3				
4				

**\*Note about calendar/schedule.** While it is important to clearly indicate the schedule for your course, there are many places where you may do this. You may include a topic outline/schedule (like the examples shown above) in your syllabus, make a separate link to a schedule document in your CILearn course, or use the CILearn calendar tool. Regardless of which you choose, be consistent, and keep your calendar up-to-date to help students follow along, reduce confusion, and emphasize time on task.

**\*Department/College**

**\*Course Name**

**\*Semester Syllabus**

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## Part 4: Grading Policy

### Graded Course Activities

Visit the **Assignments** link in CILearn for details about each assignment listed below. Click on **Assessments** to access quizzes and exams. (See Part 4 for more information about accessing tools and activities).

Points	Description
* #	*Item 1 (List all activities, tests, etc. that will determine the students' final grade)
* #	*Item 2
100	Total Points Possible

### Late Work Policy

**\*Example:** Be sure to pay close attention to deadlines—there will be no make up assignments or quizzes, or late work accepted without a serious and compelling reason and instructor approval.

### Viewing Grades in CILearn (optional)

Points you receive for graded activities will be posted to the CILearn Grade Book. Click on the My Grades link on the left navigation to view your points.

**\*Include a statement about the timeframe of when to look for grades.**

**Example:** Your instructor will update the online grades each time a grading session has been complete—typically X days following the completion of an activity. You will see a visual indication of new grades posted on your CILearn home page under the link to this course.

### Letter Grade Assignment

**\*Include an explanation between the relationship of points earned and final letter grade. Example:** Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage	Performance
A	93-100%	Excellent Work
A-	90-92%	Nearly Excellent Work
B+	87-89%	Very Good Work
B	83-86%	Good Work
B-	80-82%	Mostly Good Work
C+	77-79%	Above Average Work
C	73-76%	Average Work
C-	70-72%	Mostly Average Work
D+	67-69%	Below Average Work
D	60-66%	Poor Work
F	0-59%	Failing Work

**Important note:** For more information about grading at Channel Islands, visit the [academic policies and grading section](#) of the university catalog.

\*Department/College

\*Course Name

\*Semester Syllabus

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## Part 5: Course Policies

### Attend Class

Students are expected to attend all class sessions as listed on the course calendar.

- \*Enter specific points regarding attendance policy here.

### Participate

\*If you monitor, track, and/or score student participation, explain how you will keep track and how often students should be accessing the course. If appropriate, mention that you will be using CILearn tracking tool, discussions, chat sessions, and group work, to monitor their participation in the course.

### Build Rapport

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that they can help you find a solution.

### Complete Assignments

**All assignments for this course will be submitted electronically through CILearn unless otherwise instructed.** Assignments must be submitted by the given deadline or special permission must be requested from instructor *before the due date*. Extensions will not be given beyond the next assignment except under extreme circumstances.

All discussion assignments must be completed by the assignment due date and time. Late or missing discussion assignments will effect the student's grade.



## **Understand When You May Drop This Course**

It is the student's responsibility to understand when they need to consider disenrolling from a course. Refer to the Channel Islands Course Schedule for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course.

### **Incomplete Policy**

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if [\*insert condition here]. All incomplete course assignments must be completed within [\*insert timeframe here].

## **Inform Your Instructor of Any Accommodations Needed**

Cal State Channel Islands is committed to equal educational opportunities for qualified students with disabilities in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The purpose of Disability Resource Program is to assist students with disabilities to realize their academic and personal potential. Students with disabilities needing accommodation are required to contact the Disability Program office at (805) 437-3331. All requests for accommodations need appropriate advance notice by the student to avoid a delay in services. Please discuss approved accommodations with faculty.

## **Commit to Integrity**

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

## **Academic Dishonesty Policy**

1. Academic dishonesty includes such things as cheating, inventing false information or citations, plagiarism and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show possession of a level of knowledge or skill that he/she does not possess.
2. Course instructors have the initial responsibility for detecting and dealing with academic dishonesty. Instructors who believe that an act of academic dishonesty has occurred are obligated to discuss the matter with the student(s) involved. Instructors should possess

reasonable evidence of academic dishonesty. However, if circumstances prevent consultation with student(s), instructors may take whatever action (subject to student appeal) they deem appropriate.

3. Instructors who are convinced by the evidence that a student is guilty of academic dishonesty shall assign an appropriate academic penalty. If the instructors believe that the academic dishonesty reflects on the student's academic performance or the academic integrity in a course, the student's grade should be adversely affected. Suggested guidelines for appropriate actions are: an oral reprimand in cases where there is reasonable doubt that the student knew his/her action constituted academic dishonesty; a failing grade on the particular paper, project or examination where the act of dishonesty was unpremeditated, or where there were significant mitigating circumstances; a failing grade in the course where the dishonesty was premeditated or planned. The instructors will file incident reports with the Vice Presidents for Academic Affairs and for Student Affairs or their designees. These reports shall include a description of the alleged incident of academic dishonesty, any relevant documentation, and any recommendations for action that he/she deems appropriate.

4. The Vice President for Student Affairs shall maintain an Academic Dishonesty File of all cases of academic dishonesty with the appropriate documentation.

5. Student may appeal any actions taken on charges of academic dishonesty to the "Academic Appeals Board."

6. The Academic Appeals Board shall consist of faculty and at least one student.

7. Individuals may not participate as members of the Academic Appeals Board if they are participants in an appeal.

8. The decision of the Academic Appeals Board will be forwarded to the President of CSU Channel Islands, whose decision is final.

**Important Note:** Any form of academic dishonesty, including cheating and plagiarism, may be reported to the office of student affairs.

**Course policies are subject to change.** It is the student's responsibility to check CILearn for corrections or updates to the syllabus. Any changes will be posted in CILearn.