

# PREFIX & Number, *Course Title*

Term and Year

## Faculty Information

**Instructor:** YOUR NAME

**Office:** BUILDING AND ROOM

**Phone:** (657) 278-XXXX

**Email:** youremail@fullerton.edu

**Office hours:** DAYS AND TIMES, by appointment

## Course Communication

YOUR PREFERRED COMMUNICATION METHOD AND POLICY HERE

## Technical Problems

If you encounter any technical difficulties, contact the instructor immediately to document the problem. Then, contact: [student IT help desk](#), [email](#), phone (657) 278-8888, walk-in [student genius center](#), online chat - log into [portal](#); click “Online IT Help”; click “Live Chat.”

**For issues with Canvas:** Canvas Support Hotline (855) 302-7528, [student support chat](#)

**Alternative plan for submitting work:** DESCRIBE YOUR BACKUP PLAN

**Response time:** YOUR RESPONSE TIME POLICY

## Course Information

**Prefix, number, title:** PREFIX ###, *Course Title*

**Meeting times with modality, day(s), time(s), and location (if synchronous):** YOUR MODALITY, DAYS, TIMES, LOCATION

**Zoom:** YOUR ZOOM LINK IF APPLICABLE

**Course requisite(s):** LIST PREREQUISITES/COREQUISITES OR "none"

**Catalog description:** COPY CATALOG DESCRIPTION VERBATIM (40 words max)

**Additional description:** OPTIONAL EXPANDED DESCRIPTION

**Policy regarding the use of generative AI:** YOUR AI POLICY

**Course materials and equipment:**

**Required text(s):** LIST REQUIRED TEXTS OR "none"

**Recommended text(s):** LIST RECOMMENDED TEXTS OR DELETE THIS LINE

**Other course materials and equipment:** LIST OTHER MATERIALS OR "none"

**Zero cost:** IF APPLICABLE, NOTE THAT THIS IS A ZERO-COST COURSE

### Student Learning Outcomes:

1. LEARNING OUTCOME 1
2. LEARNING OUTCOME 2
3. LEARNING OUTCOME 3
4. ADD MORE AS NEEDED

## Grading Policies and Standards

### a. Grading scale:

Grade	Percent	Grade	Percent
A+	98.0–100.0	C+	77.0–79.9
A	93.0–97.9	C	73.0–76.9
A-	90.0–92.9	C-	70.0–72.9
B+	87.0–89.9	D+	67.0–69.9
B	83.0–86.9	D	63.0–66.9
B-	80.0–82.9	D-	60.0–62.9
		F	0.0–59.9

**b. Required Course Assignments:**

Assignment	Percentage
ASSIGNMENT TYPE 1	XX%
ASSIGNMENT TYPE 2	XX%
ASSIGNMENT TYPE 3	XX%
ASSIGNMENT TYPE 4	XX%
<b>Total</b>	100%

**c. Attendance and Participation policy:** YOUR ATTENDANCE AND PARTICIPATION EXPECTATIONS

**d. Examination dates:** LIST EXAM DATES OR "No exams in this course"

**e. Make-up and late submission policy:** YOUR POLICY FOR LATE WORK AND MAKE-UP EXAMS

**f. Authentication of student work:** YOUR POLICY FOR VERIFYING STUDENT WORK

**g. Extra credit:** YOUR EXTRA CREDIT POLICY OR "No extra credit offered"

**h. Retention of student work:** YOUR POLICY FOR KEEPING STUDENT WORK

## **Academic Integrity**

YOUR ACADEMIC INTEGRITY POLICY AND CONSEQUENCES FOR VIOLATIONS

## **Student Resources Website**

It is the student's responsibility to read and understand the required and important [student information for course syllabi](#). Included is information about:

- University learning goals
- General Education learning objectives
- Netiquette/appropriate online behavior
- Students' rights to accommodations
- Campus student support resources

- Academic integrity
- Emergency preparedness/what to do
- Library services
- Student IT services and competencies
- Software privacy and accessibility
- Accessibility statement
- Diversity statement
- Land acknowledgement
- Final exam schedule
- Semester calendar

## **Classroom Management**

YOUR CLASSROOM POLICIES (cell phones, recording, etc.)

## **Calendar of Topics / Schedule of Classes**

### **Week 1, MM/DD**

Topic(s):

Reading(s):

Assignment(s) Due:

### **Week 2, MM/DD**

Topic(s):

Reading(s):

Assignment(s) Due: