

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%
Total	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: