CSUN Online/Hybrid Course Syllabus Template

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# 1. California State University, Northridge

## 1.1 [Department Name]

## 1.2 [Course Number] - [Course Title] (Online/Hybrid)

**Semester:** [Semester Year]  
**Last Updated:** [Date of Last Revision]

## 1.3 Course Information

| Information | Details | Information | Details |
| --- | --- | --- | --- |
| Class Number/Section | [Class Number] | Course Format | [Online/Hybrid] |
| Synchronous Sessions | [Days/Times of required live sessions, if any] | In-Person Meetings | [Days/Times/Location of in-person meetings for hybrid courses] |
| Prerequisites | [List prerequisites or “None”] | GE Category | [If applicable, list GE category and outcomes] |
| Writing Intensive | [Yes/No - If yes, include WI outcomes] | Information Competence | [Yes/No - If yes, include IC outcomes] |

## 1.4 Instructor Information

| Information | Details | Information | Details |
| --- | --- | --- | --- |
| Name | [Instructor Name] | Email | [CSUN Email Address] |
| Virtual Office Hours | [Days/Times and Platform] | Platform | [Platform] |
| In-Person Office Hours | [If applicable for hybrid courses] | Office Location | [Physical or Virtual] |
| Phone | [Office Phone] | Response Time | [Expected response time for emails/messages] |

## 1.5 Course Description

[Official catalog description]

## 1.6 Course Technology Requirements

### 1.6.1 Required Hardware

* Computer or device with webcam and microphone
* Reliable high-speed internet connection
* [Additional hardware requirements]

### 1.6.2 Required Software

* Canvas Learning Management System
* [Videoconferencing software (e.g., Zoom)]
* [List of required software and where to obtain it]
* [Browser requirements]

### 1.6.3 Technical Skills Required

* Basic computer literacy
* File management and submission in Canvas
* [Other required technical skills]

## 1.7 Online Course Structure

### 1.7.1 Course Organization in Canvas

* All course materials are organized by [weeks/modules]
* Each module contains: [lectures, readings, assignments, etc.]
* Due dates are in Pacific Time
* New content is released [schedule/timing]

### 1.7.2 Communication Guidelines

* Check Canvas and CSUN email [frequency expectation]
* Expected response time from instructor: [timeframe]
* Questions forum location: [Canvas discussion board]
* Virtual office hours access: [platform and instructions]

### 1.7.3 Online Participation Requirements

* Log into Canvas [minimum frequency]
* Complete module activities by [day of week]
* Participate in discussions [frequency]
* Attend synchronous sessions [if required]
* Submit assignments by [time/timezone]

### 1.7.4 Netiquette Guidelines

* Use professional language
* Show respect in all communications
* [Additional online conduct expectations]

## 1.8 Course Student Learning Outcomes

Upon successful completion of this course, students will be able to:

1. [Learning Outcome 1]
2. [Learning Outcome 2]
3. [Learning Outcome 3]

[Include department learning objectives if applicable]

## 1.9 Course Materials and Resources

### 1.9.1 Required Materials

* [Digital textbook information including ISBN]
* [Online resources and subscriptions]
* [Additional materials]

### 1.9.2 Technical Support Resources

* Canvas Support: [contact info]
* CSUN IT Help Center: [contact info]
* [Additional support resources]

## 1.10 Course Requirements and Grading

| Component & Details | Percentage | Component & Details | Percentage |
| --- | --- | --- | --- |
| Online Discussions: [Frequency and expectations] | [%] | Assignments: [Types and submission requirements] | [%] |
| Quizzes/Exams: [Format and proctoring details] | [%] | [Other Component] | [%] |

### 1.10.1 Online Assignment Submission

* All assignments must be submitted through Canvas
* Accepted file formats: [list formats]
* File naming convention: [specify convention]
* Late submission policy: [details]

### 1.10.2 Grading Scale

[Standard grading scale section]

## 1.11 Course Policies

### 1.11.1 Online Attendance and Participation

* Regular and substantive interaction requirements
* Participation tracking methods
* Minimum online activity requirements
* [Hybrid course attendance policy if applicable]

### 1.11.2 Technical Issues Protocol

1. [Steps to report technical problems]
2. [Alternative submission methods]
3. [Documentation requirements]
4. [Extension/make-up policy for technical issues]

[Standard university policies sections]

## 1.12 Course Schedule

| Week & Online Activities | Synchronous & Due Dates | Week & Online Activities | Synchronous & Due Dates |
| --- | --- | --- | --- |
| Week 1: [Online content] | [Live session topic/Deadlines] | Week 2: [Online content] | [Live session topic/Deadlines] |
| Week 3: [Online content] | [Live session topic/Deadlines] | Week 4: [Online content] | [Live session topic/Deadlines] |

## 1.13 Time Management Success Tips

* Schedule regular times for coursework
* Plan [X] hours per week for online activities
* Set up notifications in Canvas
* Create a dedicated study space
* Use a calendar for all due dates

## 1.14 Important Note

This syllabus is subject to change. Any modifications will be announced through Canvas and via CSUN email.