CSUN Syllabus Template (Online/Hybrid)

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# 1. Course Information

|  |  |
| --- | --- |
| Course | [Course Subject and Number] - [Course Title] |
| Term | [Semester and Year] |
| Meeting Times | [Synchronous meeting times or “Asynchronous”] |
| Location | [Online/Hybrid - specify platform(s)] |
| GE Status | [If applicable: List GE designation] |
| IC Status | [If applicable: List IC designation] |

# 2. Instructor Information

|  |  |
| --- | --- |
| Instructor | [Your Name] |
| Office Location | [Building and Room Number] |
| Office Hours | [Days and Times] |
| Email | [your.email@csun.edu] |
| Response Time | [Expected email response time] |
| Office Phone | [(818) XXX-XXXX] |
| Department Contact | [For emergencies: department phone/email] |

# 3. Course Description and Prerequisites

|  |  |
| --- | --- |
| Catalog Description | [Insert official catalog description] |
| Additional Description | [Optional: Your expanded description] |
| Prerequisites | [List prerequisites or state “None”] |
| Required Materials | [Textbooks, supplies, etc.] |
| Corequisites | [If applicable: List corequisite courses] |

# 4. Student Learning Outcomes

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

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

[If GE course, add:] General Education Student Learning Outcomes: - [List relevant GE SLOs]

[If IC course, add:] Information Competence Student Learning Outcomes: 1. Determine information needs 2. Access information effectively and efficiently 3. Evaluate information critically 4. Use information effectively 5. Use information ethically and legally

# 5. Course Requirements and Grading

## 5.1 Course Components

| Component | Description | Points/Percentage |
| --- | --- | --- |
| Attendance & Participation | [Requirements] | [XX%] |
| Assignments | [Description] | [XX%] |
| Projects | [Details] | [XX%] |
| **Total** |  | **100%** |

## 5.2 Grading Scale

| Grade | Percentage | Grade | Percentage |
| --- | --- | --- | --- |
| A | 93-100% | A- | 90-92% |
| B+ | 87-89% | B | 83-86% |
| B- | 80-82% | C+ | 77-79% |
| C | 73-76% | C- | 70-72% |
| D+ | 67-69% | D | 63-66% |
| D- | 60-62% | F | Below 60% |

# 6. Course Policies

## 6.1 Attendance and Participation (Hybrid)

Students are expected to attend all class meetings. According to CSUN policy: - Students absent from the first 2 meetings may be dropped from the class - Absence from university-approved activities will be accommodated with makeup opportunities - Students who miss class are responsible for obtaining any missed information - [Additional specific attendance requirements]

## 6.2 Assignment Submission

* All assignments must be submitted on time
* Late work policy: [specify]
* Format requirements: [specify]
* [Additional submission guidelines]

## 6.3 Academic Honesty

This course adheres to the CSUN Academic Honesty Policy. Academic dishonesty includes: - Cheating - Fabrication - Facilitating academic dishonesty - Plagiarism For more information, visit [CSUN Academic Honesty Policy](https://catalog.csun.edu/policies/academic-dishonesty/).

## 6.4 Communication Policy

* Emails will be responded to within [timeframe]
* For course-related questions, use the “Got Questions?” forum on Canvas
* For personal matters, email me directly
* Office hours are available [in-person/by appointment]

# 7. University Policies and Resources

## 7.1 Basic Needs Support

If you are experiencing food insecurity, housing insecurity, or other hardships, visit [CSUN with A HEART](https://www.csun.edu/heart) for support and resources.

## 7.2 Disability Resources

If you have a disability and need accommodations, please register with: - Disability Resources and Educational Services (DRES) - Location: Bayramian Hall 110 - Phone: (818) 677-2684 - National Center on Deafness (NCOD) - Location: Jeanne Chisholm Hall - Phone: (818) 677-2611

## 7.3 Additional Support Services

* Learning Resource Center (LRC)
  + Location: Oviatt Library, 3rd Floor
  + Services: Tutoring, writing support, and workshops
* University Counseling Services
  + Location: Bayramian Hall 520
  + Phone: (818) 677-2366
* University Library
  + Research assistance and resources
  + Subject specialist librarians
* Career Center
  + Location: Bayramian Hall 413
  + Services: Career counseling, resume review, job search

# 8. Online/Hybrid Specific Information

## 8.1 Learning Management System

* Canvas ([canvas.csun.edu](https://canvas.csun.edu)) is our primary platform
* Log in at least [X] times per week
* Check announcements and Canvas inbox daily

## 8.2 Technical Requirements

* Reliable internet connection
* Computer with webcam and microphone
* Canvas-compatible web browser (Chrome or Firefox recommended)
* [Additional specific software requirements]

## 8.3 Virtual Office Hours

* Held via [Platform] (e.g., Zoom)
* [Days/Times]
* Drop-in or by appointment
* Alternative meeting times available upon request

## 8.4 Online Participation Requirements

* Regular and substantive interaction is required
* Participation in discussion boards
* Group collaboration expectations
* Synchronous session attendance (if applicable)

## 8.5 Online Communication Guidelines

* “Got Questions?” forum for course-related questions
* “Canvas Cafe” for student community discussions
* Expected response times for different communication channels
* Netiquette expectations for online interactions

## 8.6 Technical Support

* CSUN IT Help Center: (818) 677-1400
* Canvas Support (24/7)
* [Additional technical support resources]

## 8.7 Online/Hybrid Course Structure

* Synchronous components: [specify]
* Asynchronous components: [specify]
* Group work expectations
* Assignment submission procedures
* Online testing procedures (if applicable)

# 9. Course Schedule

| Week | Topics | Readings & Assignments |
| --- | --- | --- |
| 1 | - Course introduction- [Topic 1] | - [Readings]- [Assignments] |
| 2 | - [Topic 2]- [Topic 3] | - [Readings]- [Assignments] |

[Continue for all weeks]

*Note: This schedule is tentative and subject to change. Changes will be announced through Canvas.*

# 10. Contact Information Exchange

Please exchange contact information with two classmates:

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_ Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_ Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_