CSUN Course Syllabus Template

Table of contents

# 1. California State University, Northridge

## 1.1 [Department Name]

## 1.2 [Course Number] - [Course Title]

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

## 1.3 Course Information

| Information | Details | Information | Details |
| --- | --- | --- | --- |
| Class Number/Section | [Class Number] | Class Days/Time | [Days and Times] |
| Course Format | [In-Person/Online/Hybrid] | Location | [Classroom/Online/Both] |
| Prerequisites | [List prerequisites or “None”] | GE Category | [If applicable] |
| Writing Intensive | [Yes/No] | Information Competence | [Yes/No] |

## 1.4 Instructor Information

| Information | Details | Information | Details |
| --- | --- | --- | --- |
| Name | [Instructor Name] | Email | [CSUN Email Address] |
| Office Location | [Office Location] | Phone | [Office Phone] |
| Office Hours | [Hours] | Response Time | [Expected response time] |

## 1.5 Course Description

[Official catalog description]

## 1.6 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]

## 1.7 Required Materials

### 1.7.1 Course Materials

* [Textbook information including ISBN]
* [Additional materials]

### 1.7.2 Technology Requirements

* Reliable internet connection
* Computer or device capable of [specify requirements]
* [Required software and where to obtain it]
* Canvas Learning Management System
* [Other specific technology needs]

## 1.8 Course Structure and Communication

### 1.8.1 Canvas Usage

* All course materials will be posted on Canvas
* Assignments must be submitted through Canvas
* Accepted file formats: [list formats]
* File naming convention: [specify convention]

### 1.8.2 Communication Guidelines

* Primary communication method: [Canvas messages/CSUN email]
* Expected response time: [timeframe]
* Virtual office hours: [platform and access information]
* Discussion forum etiquette:
  + Be respectful and professional
  + [Additional netiquette guidelines]

## 1.9 Course Requirements and Grading

| Assignment | Percentage & Due Date | Assignment | Percentage & Due Date |
| --- | --- | --- | --- |
| [Assignment 1] | [%] - [Date] | [Assignment 2] | [%] - [Date] |
| [Assignment 3] | [%] - [Date] | [Assignment 4] | [%] - [Date] |

### 1.9.1 Grading Scale

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

## 1.10 Course Policies

### 1.10.1 Attendance and Participation

* [In-person attendance requirements]
* [Online participation expectations]
* [Minimum Canvas login frequency]

### 1.10.2 Late Work Policy

* [Detail late work policy]
* [Technical issues protocol]

### 1.10.3 Academic Dishonesty Policy

Students are expected to follow CSUN’s Academic Dishonesty Policy. Violations include cheating, plagiarism, or other forms of academic misconduct. Any form of academic dishonesty will not be tolerated and may result in a failing grade for the assignment or course and possible disciplinary action.

## 1.11 University Policies and Student Resources

### 1.11.1 Disability Resources and Educational Services (DRES)

Students with disabilities who need academic accommodations or assistance should contact DRES: - Phone: (818) 677-2684 - Website: [www.csun.edu/dres](https://www.csun.edu/dres) - Location: [DRES office location]

### 1.11.2 Title IX Compliance

CSUN does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. For more information about CSUN’s Title IX policies, please visit [www.csun.edu/eqd](https://www.csun.edu/eqd).

### 1.11.3 Additional Student Resources

* [Learning Resource Center]
* [University Counseling Services]
* [Student Technology Support]
* [Other relevant campus resources]

## 1.12 Course Schedule

| Week & Topics | Assignments Due | Week & Topics | Assignments Due |
| --- | --- | --- | --- |
| Week 1: [Topics] | [Assignments] | Week 2: [Topics] | [Assignments] |
| Week 3: [Topics] | [Assignments] | Week 4: [Topics] | [Assignments] |

## 1.13 Technical Support

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

## 1.14 Important Note

This syllabus is subject to change. Any modifications will be announced in class and posted on Canvas.