*Revised 7/1/25 by CETL Staff – JSG/KB*

DELETE THIS PAGE 1 OF INSTRUCTIONS AFTER COMPLETING YOUR SYLLABUS

# HOW TO USE THIS TEMPLATE TO UPDATE YOUR PREVIOUS SYLLABUS

## Read Me First

This template meets the syllabus requirements as outlined in [the Faculty Handbook](http://www.calstatela.edu/academicsenate/handbook) (under **The Class Syllabus**). Items that are optional are designated as such within the template. Information in [brackets] are items that you need to insert or replace. This version of the template includes information needed for an Online/Hybrid course using Canvas, the institution’s learning management system. This template also follows the CSU QOLT (Quality Online Learning & Teaching) and National QM (Quality Matters) standards of online learning best practices.

## How to Create an Accessible Syllabus with This Template

You will see text surrounded by [brackets] as such, which you can highlight and delete. The text gives you some suggestions as to what to include in that section.

1. Method A
   1. Save this template on your desktop.
   2. Make a copy of the template named after your course.
   3. Highlight the text that you want to change and type directly over it. Text in the template will be replaced.
2. Method B
   1. Open both your previous syllabus and this template in Word.
   2. In your previous syllabus, copy the text that you want to transfer. The information will be saved on your Clipboard.
   3. In this template, highlight the corresponding text/location for your copied information and paste over the text/location. The new Styles of text will conform to the Styles prescribed in the template.

## How to Share Your Accessible Syllabus

1. Check Your Document in Microsoft Word
   1. Use the [Accessibility Checker in Microsoft Word](https://support.office.com/en-us/article/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f)
   2. Refer to the [Rules for the Accessibility Checker](https://support.office.com/en-us/article/rules-for-the-accessibility-checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1)
2. Upload Your File to Canvas
   1. Save your file in Microsoft Word or [convert to an accessible PDF](https://support.office.com/en-us/article/create-accessible-pdfs-064625e0-56ea-4e16-ad71-3aa33bb4b7ed)
   2. [Upload the file to your Canvas Course](https://community.canvaslms.com/docs/DOC-13033-415241383)
   3. [Add the file to a Canvas Module](https://community.canvaslms.com/docs/DOC-12689-415241427)

California State University, Los Angeles

School/Department/Division

Course Number, Title, Section, Semester, and Year

# COURSE INFORMATION

## Instructor Information

**Instructor**: (Your name)

**Office Location**: (Building and room number)

**Telephone**: (area code) (telephone number) **Email**:(Your email address)

**Office Hours**: (Days and time, if fully online specify virtual meeting room)

## General Course Information

**Class Days/Time**: (Days and time)

**Classroom**: (Building and room number, if fully online delete this line)

**Prerequisites**: (If none, delete this line) **GE Category**: (If none, delete this line) **Course Fees**: (If none, delete this line)

## Course Description

**University Catalog Description:** [Insert course description from the catalog]

[Add a personal and/or departmental description here. Start with a statement describing the purpose of this course like how this course is important to the discipline and/or how it will help students meet personal/academic/career goals.]

## Student Learning Objectives and Course Learning Objectives/Outcomes

[Define the learning objectives/outcomes, in language and terms that help students recognize how these learning objectives/outcomes will benefit their learning. To find the Student Learning Objectives submitted with the course’s creation, see your department.]

### Student Learning Outcomes

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

* SLO1 (insert course objective 1)
* SLO2 (insert course objective 2, etc.)

### Course Objectives

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

* CLO1 (insert course objective 1)
* CLO2 (insert course objective 2, etc.)

## Course Structure

This course is to be conducted [entirely online/hybrid, express here whether it is a hybrid or fully online course]. You will participate in the course using the Cal State LA learning management system [Canvas.](https://canvas.calstatela.edu/)

# REQUIRED COURSE MATERIALS

## Textbook

[Insert the complete textbook citation here. Include ISBN and where students can buy the text. If you are using an online textbook, include information any licensing or login instructions.]

**Title:**

**Author:**

**Edition:**

**ISBN:**

## Other Readings

[Insert the list of any additional readings here. Include how these reading can be accessed.]

## Other equipment / material requirements (optional)

[Include as necessary e.g., if students need any specific software or hardware to do homework, worksheets, calculators, etc. specify the details here.]

## Computer Requirements

[Identify any computer hardware/software requirements students will need in order to succeed in your course e.g. microphone, web camera, headphones, download plug-ins needed to run software simulations from publisher, etc.]

You will need to have an up-to-date browser, operating system and some additional software on your computer to take this class. Check the [ITS Helpdesk Student Resources page](http://www.calstatela.edu/its/helpdesk/studentresources). Some of the documents in this course will be available to you in PDF form. You will need to download and install [Adobe Acrobat Reader software](https://get.adobe.com/reader/) on your computer.

# COURSE POLICIES

[Use this section to explain your expectations for participation, attendance, arrival times/tardies, behavior, safety, cell phone use, etc.]

# DIVERSITY, EQUITY, INCLUSION, AND BELONGING STATEMENT

[A DEIB statement in your syllabus is a great way to set a tone of inclusivity and respect in the classroom. Articulating your values regarding diversity, equity, inclusion, and belonging and how they contribute to your teaching philosophy conveys your commitment to supporting the success and development of students from diverse backgrounds. Cal State LA’s [DEIB Syllabus Statement page](https://www.calstatela.edu/diversity/DEI-syllabus-statement) provides faculty with a number of resources for crafting this statement.]

# COURSE COMMUNICATION

## Interaction with Instructor

[I will make every effort to communicate frequently with you through announcements and postings within Canvas. Post any questions or comments you have about the course content and/or requirements in the *Muddiest Point* discussion. Questions of a more personal nature can be sent to me via email [[instructor@calstatela.edu].](mailto:instructor@calstatela.edu)

You should expect to receive assignment feedback and responses to postings within 48 hours. I will post an announcement alerting you if I will be unavailable for more than a day.]

## Questions

In online courses it is normal to have many questions about things that relate to the course, such as clarification about assignments, course materials, or assessments. Please post these in the *Muddiest Point* discussion.

## Discussion Forums

[If you are using discussion forums. Please indicate the frequency, grading, and your expectations.]

## Netiquette

[When posting on the discussion boards and chat rooms it is important to understand how to interact with one another online, ***netiquette***. You can read more about the rules of netiquette at [15 Rules of Netiquette for Online Discussion Boards](http://blogs.onlineeducation.touro.edu/15-rules-netiquette-online-discussion-boards/).

## [Virtual] Office Hours

[Twice a week I will be available for virtual office using ***Zoom Meeting***. The link will be available in our Canvas course for easy access. (Optional) You can also use the **Chat** features of Canvas to hold virtual office hours. Both Zoom and Chat allow you the option to meet in real-time (synchronously) with your students.]

## Turnaround/Feedback

[During the week (M-F) I will check messages and monitor the *Muddiest Point* discussion several times a day. If you have a concern and send me an email message, you can expect a response within two days.]

# ASSIGNMENTS AND GRADING POLICY

[Insert your enumerations and brief descriptions for the course assignments here, and indicate how each assignment is aligning with the learning objectives/outcomes. Include information about due dates and assignment weights. Specify grading policies including how grades are determined, what grades are possible, whether extra credit is available, what the penalty is for late or missed work, and what constitutes a passing grade for the course. Include the date of the final exam/s. If you grade on participation, indicators on how participations will be assessed should be included.]

## In Class Participation:

## Attendance:

## Assignments:

## Homework:

## Quizzes:

## Exams:

## Grading Criteria

[This is a helpful statement to provide your students on how they can view their grades and how often should they be checking: You can view your grades using the GRADES button in the Canvas course navigation. Please check your grades regularly to make certain that I have received all your assignments. If you have a question about a grade, email me at [INSTRUCTOR CAL STATE LA EMAIL ADDRESS] Please do not post your personal concerns in a discussion forum.]

[Change the following tables according to your course grading criteria. This is a helpful example and table is created for your convenience to clearly illustrate the grading scale.]

|  |  |
| --- | --- |
| Assignment | Percentage |
| Exams | 20% |
| Quizzes | 10% |
| Discussions | 15% |
| Projects (3) | 45% |
| Participation | 10% |
| Total: | 100% |

## Grading Scale

|  |  |
| --- | --- |
| Letter Grade | Percentage |
| A | 90-100% |
| B | 80-89 % |
| C | 70-79 % |
| D | 60-69% |

To help understand how to read and access your grades on Canvas, the guide [How do I view my grades in a current course?](https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-my-grades-in-a-current-course/ta-p/493)

## Rubrics

[Identify here if you are using Rubrics in any of the assignments in order to provide the student with specific and descriptive criteria to evaluate their work.]

# HELPFUL STUDENT RESOURCES

## Technical Resources

Information on Cal State LA technical support resources for students: [Technical Support Resources](http://www.calstatela.edu/its/helpdesk/studentresources)

## Student Support Resources

Information on Cal State LA student support resources for students: [Student Support Resources](http://www.calstatela.edu/cetl/student-support-resources)

## Academic Support Resources

Information on Cal State LA academic support resources for students: [Academic Support Resources](http://calstatela.edu/cetl/academic-support-resources)

### Center for Academic Success

The Center for Academic Success (CAS) supports all students throughout their educational journey. You are encouraged to visit a CAS tutor for STEM, social science, or writing tutoring early in the semester. The academic services CAS provides are inclusive, engaging, challenging, and impactful. CAS tutors offer a one-on-one opportunity to discuss your assignments and will provide you with tools to become an independent scholar. The appointments are 30 minutes long. Log on to the Student Success Collaborative portal [to make an appointment online](https://www.calstatela.edu/academic-success).

## Canvas Student Support

Information for students on how to be a successful online student and how to use Canvas:

[Canvas Student Guide](https://community.canvaslms.com/docs/DOC-10701)

## Glazer Family Dreamers Resource Center

The [Erika J. Glazer Family Dreamers Resource Center](http://www.calstatela.edu/gfdrc) promotes the success of undocumented students and students from mixed-status families at Cal State LA through a variety of resources, services, and community engagement opportunities. Such programs and services are weekly immigration legal clinics, California Dream Act Application for Financial Aid Assistance, and professional and academic development workshops.

# UNIVERSITY POLICIES

## Student Conduct

Information on student rights and responsibilities, standards of conduct, etc., can be found by visiting the Cal State LA [Student Conduct Office](https://www.calstatela.edu/studentconduct/policies-and-procedures).

## Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. Students should be aware of the [current deadlines and penalties](https://www.calstatela.edu/registrar/dates-deadlines) for adding and dropping classes. Changes to class schedules must be made in the [GET Schedule Planner](https://www.calstatela.edu/registrar/get).

## Americans with Disabilities Act (ADA)

Reasonable accommodation will be provided to any student who is registered with the Office of Students with Disabilities and requests needed accommodation. For more information visit the [Office for Students with Disabilities](http://www.calstatela.edu/osd) home page.

## Missed Class Time and Makeup Policy

[You **must use** the [Missed Class Time and Makeup Policy](https://www.calstatela.edu/academicsenate/handbook/ch5) when drafting this portion of your syllabus.]

## Academic Honesty

[Use [Cal State LA Academic Honesty Policy](https://www.calstatela.edu/academicsenate/handbook/ch5a) to address plagiarism.]

[**Sample Statement Academic Honesty**: Many incidents of plagiarism result from students’ lack of understanding about what constitutes plagiarism. However, you are expected to familiarize yourself with the [Cal State LA Academic Honesty Policy](https://www.calstatela.edu/academicsenate/handbook/ch5a) including [Academic Honesty](https://www.calstatela.edu/academicsenate/handbook/ch5a) and [Student Conduct / Student Conduct Procedures](https://www.calstatela.edu/studentconduct/policies-and-procedures). All work you submit must be your own scholarly and creative efforts. Cal State LA plagiarism as follows: “At Cal State LA, plagiarism is defined as the act of using ideas, words, or work of another person or persons as if they were one’s own, without giving proper credit to the original sources.”]

[**Note**: This section addresses the institution policy of Academic Honesty. Also make sure if you are using Turnitin, you clearly communicate this to students. Here are some helpful links on how to ensure your students are made aware they will be submitting papers through Turnitin. See some [Turnitin Recommendations for Faculty](http://www.calstatela.edu/cetl/edtech/turnitin-recommendations-faculty).

[Use [Student Conduct / Student Conduct Procedures](https://www.calstatela.edu/academicsenate/handbook/ch5a) as a reference to address student code of conduct in Cal State LA.

[Include the [Student FAQ’s about Turnitin](https://www.turnitin.com/help_pages/student_faq.asp?r=87.6295589277586) in this section if you are using Turnitin.]

[**Sample AI Statement:** The Cal State [LA Academic Honesty Policy](https://www.calstatela.edu/academicsenate/handbook/ch5a) identifies academic honesty as a fundamental value of the university. When academic researchers and writers cheat, plagiarize, misrepresent themselves and their actions, and/or collude with others for unfair and unearned personal or academic gain, they undermine the trust and respect of their students, colleagues, administrative leaders, and the many members of the community who make policies and decisions based upon what they expect is ethically conducted work. ChatGPT and AI programs fall into this area. When faculty ask students to uphold academic honesty, they are not asking for anything more than is asked and expected of themselves, and they are trying to instill in students the high regard for truth and honesty that any thriving society needs to function.]

[**Sample Turnitin Statement**: In this course we will utilize turnitin.com, an automated system which instructors can use to quickly and easily compare each student’s assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission.

Accordingly, you will be expected to submit all assignments in both hard copy and electronic format. After the assignment is processed, as an instructor I receive a report from turnitin.com that states if and how another author’s work was used in the assignment. Please visit the [Turnitin Student FAQ](https://www.turnitin.com/help_pages/student_faq.asp?r=87.6295589277586) page for more information.]

# COURSE PACING GUIDE/SCHEDULE OF ASSIGNMENTS

[List and specify the weekly expectations, include topics, assignments needed to complete and any important reminders or special calendar events. Make sure if in a blended course to identify what assignments or activities need to be completed online and face-to-face. For a fully online make sure to specify all items they need to complete for that week, include readings or videos. It is also

recommended to include campus holidays or days where the instructor will not be present/available.]

## Schedule

### [Sample: Online]

|  |  |  |
| --- | --- | --- |
| **Week** | **Topic** | **Readings, Assignments, Deadlines:** |
| 1  mm/dd-mm/dd |  | * Expected Readings * Assignments Due * Prepare for topic |
| 2  mm/dd-mm/dd |  | * Expected Readings * Assignments Due * Prepare for topic |
| 3  mm/dd-mm/dd |  | * Expected Readings * Assignments Due * Prepare for topic |
| 4  mm/dd-mm/dd |  | * Expected Readings * Assignments Due * Prepare for topic |
| 5  mm/dd-mm/dd |  | * Expected Readings * Assignments Due * Prepare for topic |
| 6  mm/dd-mm/dd |  | * Expected Readings * Assignments Due * Prepare for topic |
| 7  mm/dd-mm/dd |  | * Expected Readings * Assignments Due * Prepare for topic |
| 8  mm/dd-mm/dd |  | * Expected Readings * Assignments Due * Prepare for topic |
| 9  mm/dd-mm/dd |  | * Expected Readings * Assignments Due * Prepare for topic |
| 10  mm/dd-mm/dd |  | * Expected Readings * Assignments Due * Prepare for topic |
| 11  mm/dd-mm/dd |  | * Expected Readings * Assignments Due * Prepare for topic |
| 12  mm/dd-mm/dd |  | * Expected Readings * Assignments Due * Prepare for topic |
| 13  mm/dd-mm/dd |  | * Expected Readings * Assignments Due * Prepare for topic |
| 14  mm/dd-mm/dd |  | * Expected Readings * Assignments Due * Prepare for topic |
| 15  mm/dd-mm/dd |  | * Expected Readings * Assignments Due * Prepare for topic |
| Finals |  | * Expected Readings * Assignments Due * Prepare for topic |

### [Sample: Face-to-Face]

|  |  |  |
| --- | --- | --- |
| **Week** | **Topic** | **Readings, Assignments, Deadlines:** |
| 1  mm/dd-mm/dd |  | Before Class   * Expected Readings * Activities   After Class   * Assignments Due * Prepare for topic |
| 2  mm/dd-mm/dd |  | Before Class   * Expected Readings * Activities   After Class   * Assignments Due   Prepare for topic |
| 3  mm/dd-mm/dd |  | Before Class   * Expected Readings * Activities   After Class   * Assignments Due   Prepare for topic |
| 4  mm/dd-mm/dd |  | Before Class   * Expected Readings * Activities   After Class   * Assignments Due   Prepare for topic |
| 5  mm/dd-mm/dd |  | Before Class   * Expected Readings * Activities   After Class   * Assignments Due   Prepare for topic |
| 6  mm/dd-mm/dd |  | Before Class   * Expected Readings * Activities   After Class   * Assignments Due   Prepare for topic |
| 7  mm/dd-mm/dd |  | Before Class   * Expected Readings * Activities   After Class   * Assignments Due   Prepare for topic |
| 8  mm/dd-mm/dd |  | Before Class   * Expected Readings * Activities   After Class   * Assignments Due   Prepare for topic |
| 9  mm/dd-mm/dd |  | Before Class   * Expected Readings * Activities   After Class   * Assignments Due   Prepare for topic |
| 10  mm/dd-mm/dd |  | Before Class   * Expected Readings * Activities   After Class   * Assignments Due   Prepare for topic |
| 11  mm/dd-mm/dd |  | Before Class   * Expected Readings * Activities   After Class   * Assignments Due   Prepare for topic |
| 12  mm/dd-mm/dd |  | Before Class   * Expected Readings * Activities   After Class   * Assignments Due   Prepare for topic |
| 13  mm/dd-mm/dd |  | Before Class   * Expected Readings * Activities   After Class   * Assignments Due   Prepare for topic |
| 14  mm/dd-mm/dd |  | Before Class   * Expected Readings * Activities   After Class   * Assignments Due   Prepare for topic |
| 15  mm/dd-mm/dd |  | Before Class   * Expected Readings * Activities   After Class   * Assignments Due   Prepare for topic |
| Finals |  | Before Class   * Expected Readings * Activities   After Class   * Assignments Due * Prepare for topic |

### [Sample: Hybrid]

|  |  |  |
| --- | --- | --- |
| **Week** | **Topic** | **Readings, Assignments, Deadlines:** |
| 1  mm/dd-mm/dd |  | In Class   * Expected Readings * Activities   Online   * Assignments Due * Prepare for topic |
| 2  mm/dd-mm/dd |  | In Class   * Expected Readings * Activities   Online   * Assignments Due * Prepare for topic |
| 3  mm/dd-mm/dd |  | In Class   * Expected Readings * Activities   Online   * Assignments Due * Prepare for topic |
| 4  mm/dd-mm/dd |  | In Class   * Expected Readings * Activities   Online   * Assignments Due * Prepare for topic |
| 5  mm/dd-mm/dd |  | In Class   * Expected Readings * Activities   Online   * Assignments Due * Prepare for topic |
| 6  mm/dd-mm/dd |  | In Class   * Expected Readings * Activities   Online   * Assignments Due * Prepare for topic |
| 7  mm/dd-mm/dd |  | In Class   * Expected Readings * Activities   Online   * Assignments Due * Prepare for topic |
| 8  mm/dd-mm/dd |  | In Class   * Expected Readings * Activities   Online   * Assignments Due * Prepare for topic |
| 9  mm/dd-mm/dd |  | In Class   * Expected Readings * Activities   Online   * Assignments Due * Prepare for topic |
| 10  mm/dd-mm/dd |  | In Class   * Expected Readings * Activities   Online   * Assignments Due * Prepare for topic |
| 11  mm/dd-mm/dd |  | Before Class   * Expected Readings * Activities   After Class   * Assignments Due * Prepare for topic |
| 12  mm/dd-mm/dd |  | In Class   * Expected Readings * Activities   Online   * Assignments Due * Prepare for topic |
| 13  mm/dd-mm/dd |  | In Class   * Expected Readings * Activities   Online   * Assignments Due * Prepare for topic |
| 14  mm/dd-mm/dd |  | In Class   * Expected Readings * Activities   Online   * Assignments Due * Prepare for topic |
| 15  mm/dd-mm/dd |  | In Class   * Expected Readings * Activities   Online   * Assignments Due * Prepare for topic |
| Finals |  | In Class   * Expected Readings * Activities   Online   * Assignments Due * Prepare for topic |

### Calendar of Assignments & Dates

|  |  |  |
| --- | --- | --- |
| **Due Date** | **Assignment** | **Points** |
| mm/dd |  | # points |
| mm/dd | HOLIDAY |  |
| mm/dd | Midterm Exam | # points |
| mm/dd |  | # points |
| mm/dd | Final Exam | # points |