

A syllabus must be made available in an accessible electronic format and optionally a hard copy version, and shared no later than the first day of class. The following items must be included in the syllabus and cannot change once the syllabus has been distributed unless otherwise noted.

<b>REQUIRED ITEMS</b>	<b>GUIDELINES/EXPECTATIONS</b>
<input type="checkbox"/> Instructor Contact Information	<p>Include contact information for the instructor: campus office hours and location, campus email address, and optionally campus telephone extension.</p> <p><i>Note: This item must be included in every syllabus but can be revised during the term as appropriate.</i></p>
<input type="checkbox"/> Course Description & Mode of Instruction	<p>Include the course description from the catalog and/or departmental description (including course prerequisites and GE Category). Specify class meeting days/time, and specify the mode of instruction: online, in-person, or hybrid.</p>
<input type="checkbox"/> Student Learning Outcomes	<p>State the student learning objectives.</p> <p><i>Best practice: Ensure learning objectives are student-centered, measurable, and appropriate to the course level.</i></p>
<input type="checkbox"/> Topical Course Outline	<p>List specific course topics for each week and their scope and coverage, as well as due dates for all assignments, projects, labs, and exams. You must include the date and time of the final exam.</p> <p><i>Best practice: Explain the learning sequence for each unit and include an overview and learning objectives.</i></p> <p><i>Note: This item must be included in every syllabus but can be revised during the term as appropriate.</i></p>
<input type="checkbox"/> Required Course Materials	<p>List required course materials. Materials may include the textbook, electronic textbook, supplies, or other materials. Specify details of any specific software or hardware students need; include links for purchase (if applicable).</p>
<input type="checkbox"/> Minimum Technology Requirements and their Support Resources	<p>List minimum course technology requirements and their support resources.</p> <p>Canvas Guide for Students:  <a href="https://community.canvaslms.com/docs/DOC-10701-canvas-student-guide-table-of-contents">https://community.canvaslms.com/docs/DOC-10701-canvas-student-guide-table-of-contents</a></p> <p>ITS Helpdesk:  <a href="http://calstatela.edu/its/helpdesk">http://calstatela.edu/its/helpdesk</a></p> <p>For electronic textbooks, list the publisher's technical support resources.</p>
<input type="checkbox"/> Course Guidelines & Procedures	<p>Set clear expectations for classroom protocol including participation, discussion (in-person and online), attendance, and mobile device use. If you are using discussions frequently or to track participation, include a statement indicating requirements for frequency, deadlines, and content.</p> <p><i>Note: This item must be included in every syllabus but can be revised during the term as appropriate.</i></p>
<input type="checkbox"/> Basis for Evaluation in the Course	<p>Include the basis for evaluation in the course. This may include written work, examinations or quizzes, term papers, portfolios, projects, laboratory or fieldwork assignments, attendance, and other items as appropriate.</p> <p>Include a clearly articulated course grading scale (e.g., greater than 90% equals an A, or similar descriptive criteria).</p> <p>Explain the relation of evaluated work to final course grade (e.g., percentage weights for assignment categories or points per assignment with the total number of points possible).</p>
<input type="checkbox"/> Course Policies & Required Statements	<p>List the course policy on class attendance that includes a reference to the "Missed Class Time and Makeup policy".</p> <p>Include the following ADA statement verbatim: "Reasonable accommodation will be provided to any student who is registered with the Office of Students with Disabilities and requests needed accommodation."</p> <p>Include an academic honesty statement that includes a reference to the Academic Honesty policy. Consider including the link to the Academic Honesty Policy:  <a href="https://ecatalog.calstatela.edu/content.php?catoid=70&amp;navoid=8023">https://ecatalog.calstatela.edu/content.php?catoid=70&amp;navoid=8023</a></p>

For our Campus policy on syllabi, please see the [Cal State LA Faculty Handbook, Chapter 5: Instructional Policies](#).

<b>SUGGESTED ITEMS</b>	<b>GUIDELINES/EXPECTATIONS</b>
<input type="checkbox"/> Course Structure	Include a statement introducing students to the course structure, which is especially important for online and hybrid courses. Define what online/hybrid courses are and how they are different from an in-person course.
<input type="checkbox"/> Use of Canvas	Explain how the learning management system Canvas will be used to support the course.  Include a statement describing the types of Canvas activities, assignments, and assessments. Mention the frequency in which they will need to log into Canvas.  Encourage students to update their web browser, operating system or additional software required for the course. If they do not have Adobe Acrobat Reader software on their computer, recommend they download it by going to <a href="http://get.adobe.com/reader/">http://get.adobe.com/reader/</a>
<input type="checkbox"/> Academic & Student Support Services	In addition to the required technical support information, include links to academic and student support services.  Technical Support Resources: <a href="https://www.calstatela.edu/its/helpdesk/studentresources">https://www.calstatela.edu/its/helpdesk/studentresources</a> Student Support Resources: <a href="https://www.calstatela.edu/cetl/student-support-resources">https://www.calstatela.edu/cetl/student-support-resources</a> Academic Support Resources: <a href="https://www.calstatela.edu/cetl/academic-support-resources">https://www.calstatela.edu/cetl/academic-support-resources</a>  <i>Best practice: Include these links in your syllabus, but also consider using the Canvas course templates available through Canvas Commons.</i>
<input type="checkbox"/> Course Communication	In addition to the required instructor contact information, mention other methods of communicating in the course. This may include Canvas Announcements, Zoom office hours, or chat.  Indicate the turnaround time for a response (e.g., 24 hours), including your policy for checking messages afterhours, on the weekends, and during holidays.  Have students post course related questions to a Muddiest Point/FAQs discussion forum.
<input type="checkbox"/> Add/Drop Procedure	Students are responsible for understanding the policies and procedures about add/drop, withdrawals, academic renewal, etc. Make them aware of deadlines through the University Registrar: <a href="https://www.calstatela.edu/registrar/get">https://www.calstatela.edu/registrar/get</a>
<input type="checkbox"/> Turnitin® Statement	If your course will use Turnitin, you must include a statement letting students know they will submit their work to Turnitin. A sample statement as well as other helpful recommendations can be found here: <a href="http://www.calstatela.edu/cetl/edtech/turnitin-recommendations-faculty">http://www.calstatela.edu/cetl/edtech/turnitin-recommendations-faculty</a>
<input type="checkbox"/> Netiquette Guidelines	Include statements for students about your expectations for communication online via discussion board, e-mail, online chat, or other methods.  Email Etiquette for Students: <a href="https://owl.purdue.edu/owl/general_writing/academic_writing/email_etiquette_for_students.html">https://owl.purdue.edu/owl/general_writing/academic_writing/email_etiquette_for_students.html</a>  Netiquette for Online Discussion Boards: <a href="https://blogs.onlineeducation.touro.edu/15-rules-netiquette-online-discussion-boards/">https://blogs.onlineeducation.touro.edu/15-rules-netiquette-online-discussion-boards/</a>  Create your Netiquette statement and place it in the instructions for any discussion or assignment where students are communicating with one another.