

FEATURES	GUIDELINES/EXPECTATIONS				
Required Information Specific to the Course					
<input type="checkbox"/> Instructor Contact Information	Course description from the catalog and/or departmental description (including course prerequisites and GE Category), Class days/time or specify online/hybrid, Classroom or specify online				
<input type="checkbox"/> Course Information & Description	Course description from the catalog and/or departmental description (including course prerequisites and GE Category), Class days/time or specify online/hybrid, Classroom or specify online				
<input type="checkbox"/> Course Goals and Student Learning Objectives	State the course goals and learning objectives. <i>Best practice: Ensure learning objectives are student-focused, measurable, and attainable</i>				
<input type="checkbox"/> Complete Class Schedule	List specific course topics for each week, 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. <i>Best practice: Explain the learning sequence for each unit and include an overview and learning objectives</i>				
<input type="checkbox"/> Required Texts/Readings	<table border="0"> <tr> <td style="vertical-align: top;">Texts</td> <td> <i>Information: Title, Author, Edition, ISBN</i> <i>Access: Specify where students can purchase the textbook or a link to where it can be accessed</i> </td> </tr> <tr> <td style="border-top: 1px dotted black; vertical-align: top;">Readings</td> <td> <i>Information: Title, Author, Publication, Year</i> <i>Access: Specify a link to where the reading can be accessed</i> </td> </tr> </table>	Texts	<i>Information: Title, Author, Edition, ISBN</i> <i>Access: Specify where students can purchase the textbook or a link to where it can be accessed</i>	Readings	<i>Information: Title, Author, Publication, Year</i> <i>Access: Specify a link to where the reading can be accessed</i>
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<input type="checkbox"/> Other equipment/material requirements	Specify details of any specific software or hardware students need including links for purchasing (if applicable)				
<input type="checkbox"/> Classroom & Discussion Protocol	Set clear expectations for classroom protocol including participation, 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.				
<input type="checkbox"/> Assignments, Assessments, and Grading Policy	Itemize the course assignments with brief descriptions, alignment with learning objective, due dates and grading (determination of grade with weights). Include statement late assignments, missed work, or if there is extra credit.				
<input type="checkbox"/> Dropping and Adding	Students are responsible for understanding the policies and procedures about add/drop, withdrawals, academic renew, etc. Make them aware of deadlines through the University Registrar: https://www.calstatela.edu/registrar/get				
<input type="checkbox"/> University Policies & Statements	Required Statements: <ul style="list-style-type: none"> • ADA: "Reasonable accommodation will be provided to any student who is registered with the Office of Students with Disabilities and requests needed accommodation." • Include an Academic Honesty statement with reference to the University Academic Honesty policy Include links to the following: <ul style="list-style-type: none"> • Catalog Information and Basic University Policies: http://ecatalog.calstatela.edu/content.php?catoid=25&navoid=2591 • Procedures and Regulations: http://ecatalog.calstatela.edu/content.php?catoid=25&navoid=2596 • Academic Honesty: http://ecatalog.calstatela.edu/content.php?catoid=25&navoid=2524 • Student Conduct: http://ecatalog.calstatela.edu/content.php?catoid=25&navoid=2525 • Office for Students with Disabilities Policies and Procedures: http://www.calstatela.edu/osd/policies-and-procedures 				
<input type="checkbox"/> Printer-friendly course schedule	Include due dates for all assignments, identify the assignments that are completed online or in class, topics, and readings				
<input type="checkbox"/> Course caveats	This syllabus may be subject to change.				

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

Quality Matter Standards- Additional Headings to include in Online/Hybrid Courses Syllabus	
<input type="checkbox"/> Course Structure	Statement introducing students to the course structure online/hybrid. Define what online/hybrid courses are. Explain the Learning Management System usage Canvas and how to access it.
<input type="checkbox"/> Technology Requirements	<p>Include a statement about the use of an LMS (Canvas) and the frequency in which they will need to be logging in and working on the online/hybrid course, depending on if the course is hybrid or fully online.</p> <p>For an assistance with Canvas, direct them to this link : https://community.canvaslms.com/docs/DOC-10701-canvas-student-guide-table-of-contents</p> <p>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 Internet Browser configurations. Some of the documents in this course will be available to you in PDF form. If you do not have Adobe Acrobat Reader software on your computer, you can download it by going to http://get.adobe.com/reader/.</p>
<input type="checkbox"/> Student Support Services	<p>Include any information with links that facilitates student access to institutional support services. For example technical support, accessibility support (OSD), academic services and student services.</p> <p>Include these links in your course as a Canvas Page .</p> <p>Here are some suggested Student Support Services links:</p> <ul style="list-style-type: none"> • Technical Support Resources • Student Support Resources • Academic Support Resource
<input type="checkbox"/> Course Communication	<p>Communicating with instructor:</p> <ul style="list-style-type: none"> • best method of communication(ex: e-mail, Canvas Chat) • Canvas Announcements • Turnaround: what is your policy of checking messages. Indicate the day(s)/time(s) during the week and your response time (ex: 24 or 48 hours). <p>Course Related Questions: Discussion post for Muddiest Point/FAQs</p> <p>Virtual office hours: Zoom (http://www.calstatela.edu/cefl/edtech/zoom-0)</p> <p>Netiquette: see below on what to include in this statement.</p>
Helpful Statements to Include	
<input type="checkbox"/> Turnitin® Statement	You must include a statement to let students know that they will be using Turnitin® to submit their work. A sample statement as well as other helpful recommendations can be found here: http://www.calstatela.edu/cefl/edtech/turnitin-recommendations-faculty
<input type="checkbox"/> Netiquette	<p>Include statements for students about you expectations for communication online via discussion board, e-mail, online chat, or other methods.</p> <p>Email Etiquette for Students: https://owl.purdue.edu/owl/general_writing/academic_writing/email_etiquette_for_students.html</p> <p>Netiquette for Online Discussion Boards: http://blogs.onlineeducation.touro.edu/15-rules-netiquette-online-discussion-boards/</p> <p>Create your Netiquette statement and place it in the instructions for any discussion or assignment where students are communications with one another.</p>