California State University, Sacramento
Department/College
Course Name

Instructor:

Office & Hours:

Class Time & Location:

Phone/Fax:

Email:

Website: Faculty website or other website you will use for the course as appropriate.

Communication preferences: State your preferred mode of communication (phone, email, SacCT email, smoke signals, etc.)

Course Description

Provide current description from course catalog. In addition, add your own description of how you plan to approach the course.

Course objectives, each followed by CTC Standard(s) met (# and title) and TPE met (# and title)

• Objective (text plus CTC standard and TPE)
• Objecte (text plus CTC standard and TPE)
• ETC.


Required Texts & Readings

If you would like more room to list information about texts you can use a separate section. You can provide detailed information such as a full citation of textbooks and where they can be obtained (University Bookstore, Online, from Library Reserve Book Room, etc.) as well as information about readings that might be accessed electronically.
Syllabus Template

(e.g., through electronic journals via Eureka, through postings on SacCT or TaskStream, etc.)

Other Course Materials
List any other materials, tools, resources, or equipment needed for the course.

Method of Instruction
Explain how this course will be taught/delivered. Is it a lecture, discussion format or both?

Online Component
Is there an online component to this class via SacCT, Faculty Website, another website or web application? An online component to the course may include: access to course material, announcements, mail, discussions, chat, submission of assignments, taking exams, etc.

Many instructors have some or all of these online components available from a SacCT course. Therefore, make sure you explain how to access this information.

Expectations for Student Conduct: detail here some expectations you have about student conduct. This would be different from the formal policies referenced below. Here you might describe your expectations about small group work, professional discourse, use of media and devices, etc.

Course Assignments
Define each of the assignments students must complete in order to apply what they have learned throughout this course. Here you can define what the purpose of each of these assignments is, explain the instructions that need to be followed to successfully complete the assignments, describe criteria for grading the assignment (including displaying rubrics or other grading tools), and identify due dates.

1) Assignment/Project Name
   a) Guidelines
   b) Grading Criteria
   c) Due Date
   d) Other/Resources
2) Assignment/Project Name
   a) Guidelines
   b) Grading Criteria
   c) Due Date
   d) Other/Resources

Example (in table format):

<table>
<thead>
<tr>
<th>Week #</th>
<th>Due Date</th>
<th>Pts</th>
<th>Evaluation</th>
<th>Description/Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Sep 5</td>
<td>50</td>
<td>Up to 20 points for 1st Online Module response</td>
<td>1st Online Learning Module in IRIS Center: Before you do this assignment, please listen to “How to navigate a IRIS module, <a href="http://www.iriscenter.com/media/module_nav.html">http://www.iriscenter.com/media/module_nav.html</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Up to 25 points for responses to Assessment Questions</td>
<td>Each student is required to complete the first on-line Iris Module assignment on RTI Part 1 (Overview), <a href="http://iris.peabody.vanderbilt.edu/rti01_overview/chalcycle.htm">http://iris.peabody.vanderbilt.edu/rti01_overview/chalcycle.htm</a>. After you complete the whole cycle, you are required to print your answers to the Assessment Questions and submit them to the instructor.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Up to 5 points for writing conventions (grammar, punctuation, spelling, fluency, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

Written Work: Some Guidelines and Resources

**Essay Formats**

Include information about the format written work must follow: APA, MLA, Chicago etc.

It is a good idea to provide students with a list of online resources they can refer to for examples on how to format written work. For example:

- [The APA Website](http://www.apa.org/)
- [Purdue University Online Writing Lab](http://owl.english.purdue.edu/) – OWL
- [Sac State Library](http://library.csus.edu/)
- [Sac State Research Guides](http://db.lib.csus.edu/guides/)
Syllabus Template

- Etc. - Any other resources relevant to your course

**Grading**

Define what assessment tools you will be using to evaluate students’ successful progress in the course here... (for example: number of quizzes, midterms, final exam, assignments, readings, etc.)

**Grade Distribution**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>% of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grading Criteria for Course Grade**

Define your grading scheme for the course:

<table>
<thead>
<tr>
<th>Scaled Score</th>
<th>Letter Equivalent</th>
<th>Scaled Score</th>
<th>Letter Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>xx-xx</td>
<td>A</td>
<td>xx-xx</td>
<td>C+</td>
</tr>
<tr>
<td>xx-xx</td>
<td>A-</td>
<td>xx-xx</td>
<td>C</td>
</tr>
<tr>
<td>xx-xx</td>
<td>B+</td>
<td>xx-xx</td>
<td>C-</td>
</tr>
<tr>
<td>xx-xx</td>
<td>B</td>
<td>xx-xx</td>
<td>D</td>
</tr>
<tr>
<td>xx-xx</td>
<td>B-</td>
<td>Less than xx</td>
<td>F</td>
</tr>
</tbody>
</table>

**Access to Grades**

Explain how you will post grades and how students can access them (will you handout out grades in class during specific intervals during the semester, do you post grades online, etc.) For example, many instructors managing a gradebook on SacCT post grades online. Students can access these via the MyGrades tool in their SacCT course.
**Course Policies**

Explain rules and/or procedures about class attendance, submission of course work exams and make-ups, extra credit, and other important instructions. Some recommended areas are:

**Attendance**

What are acceptable absences, what is required if a student misses class, how many permitted absences, what are the consequences, etc.

**Make-Up Exams and Make Up Assignments**

Explain if students can make-up an exam, how and where (this will vary depending on how you regularly deliver exams, online via SacCT or in class etc).

**Late Work**

What are the cutoff dates (if any) for the different course assignments. Provide information about any penalties for submitting late work. PLEASE state that ALL work must be submitted (no matter how late) for credit towards course completion.

Example: Complete all assignments and presentations by required **due dates** (TPE 12). All written work should be submitted at the **beginning of the class** on the designated due date. **Late assignments will not be accepted unless prearranged with the instructor with validation.** All work must ultimately be submitted in order to receive credit for the course. Students submitting late work forfeit the opportunity to receive feedback and forfeit the opportunity to resubmit improved work for a different grade.

**Credit**

List the specific assignments and/or projects that will count as extra credit and the maximum amount of points available for this type of work. Or, you can also state that opportunities for extra credit will be available and will be announced throughout the course of the semester.

**Incompletes**

It is the student’s responsibility to request a grade of Incomplete. An instructor may or may not grant this request and will consider such factors as student’s work to-date and amount of work still to be completed in making a determination. This instructor conforms to the details of the university’s grading policy for incompletes:

[http://catalog.csus.edu/12-14/first%20100%20pages/academicpolicies.html](http://catalog.csus.edu/12-14/first%20100%20pages/academicpolicies.html)
Advising
The instructor is available for individual advising throughout the semester. Candidates can also arrange for telephone advising and/or E-mail advising. Refer to preferred communication process on page 1.

University Policies
Provide information about university policies that your students should be aware of. The following are two common policies, add more as needed.

Academic Honesty
Students are expected to be familiar with the University’s Academic Honesty, Policy & Procedures. The policy on Academic Honesty and other information regarding student conduct can be accessed from the University Policy Manual (http://www.csus.edu/umanual/index.htm).

You should include information about the policy relevant to your course; for example, define what plagiarism is based on the University Policy Manual and the consequences for engaging in this particular behavior. For plagiarism specifically, you may want to include a link to the Library’s Plagiarism Website (http://library.csus.edu/content2.asp?pageID=353).

Reasonable Accommodation Policy
If you have a disability and require accommodations, you need to provide disability documentation to Services for Students with Disabilities (SSWD). For more information please visit the SSWD website (http://www.csus.edu/sswd/). They are located in Lassen Hall 1008 and can be contacted by phone at (916) 278-6955 (Voice) (916) 278-7239 (TDD only) or via email at sswd@csus.edu. Once you have met with staff in the SSWD, please share any documentation with me and discuss your accommodation needs with me after class or during my office hours early in the semester.

University Resources
Refer students to any campus resources or online resources that you feel will be helpful for them in completing your course successfully.

Sac State Library
Provide description and link to website. For example:

As a Sac State student you have access to the various resources offered by the library such as book checkout, study areas, computer labs, online tutorials, research databases, etc. To learn more about available resources visit the Sac State Library website (http://library.csus.edu/).
**information about accessing databases and articles on campus:**
Both full text articles and the research databases used to find them are subscription products. CSUS Library subscribes on behalf of our students, faculty, and staff. When on campus, these resources can be used from any computer or laptop. You will be prompted for your Saclink ID and password (the same ones you use to access My SacState) when accessing an article or database.

Here is a page that you can link to for article searching information:
http://csus.libguides.com/findfulltext

**information about accessing databases and articles from off campus:**
In order to use Library databases from off campus, go to the Library Home page at [http://library.csus.edu](http://library.csus.edu). It is also listed under “Quick Links” at the top right of the campus home page [www.csus.edu](http://www.csus.edu). Then click on the link "Database and Article Searching" in the upper left of the screen. Your three choices are:
"Basic Search" -- do not use this one
"Databases by Title" --use this one if you know the name of the database you want
"Databases by Subject" --click on Education to see a list of the best databases to use for education-related topics.
As soon as you click on a database, you will be prompted for your Saclink ID and password. Then the search form will appear.

**Student Computing Labs**
Provide description and link to website. For example:

Students can use any of the IRT managed student computer labs on campus. Visit the [University Labs website](http://www.csus.edu/uccs/labs/generalinfo/about.stm) for information about locations, hours, and resources available.

**SacCT**
Provide description and link to website. For example:

SacCT is the course management system used on the Sac State campus for online courses or for courses that have some component online. To access a course on SacCT, you must login from the [SacCT Login Page](https://sacct.csus.edu).

To learn more about SacCT visit the [Student Resources webpage](http://www.csus.edu/SacCT/student/) where you can view online Tutorials, FAQ’s and other help resources.
Syllabus Template

*Writing Center*

Provide description and link to website.

*Testing Center*

Provide description and link to website.

**Course Schedule**

(Note: this is a tentative schedule and may be changed based on instructor’s discretion)

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Readings</th>
<th>Activity</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lecture or Discussion being covered.</td>
<td>Texts assigned, handouts, online resources, etc.</td>
<td>Description of any in class activities (group work, discussions, etc.)</td>
<td>Indicate which course assignments are due if any.</td>
</tr>
<tr>
<td>2</td>
<td></td>
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<tr>
<td>3</td>
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</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FINALS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>