

Online Course Syllabus Template

Instructions for using this Course Syllabus Template

- The syllabus is broken into discrete sections, which can be rearranged, removed, or modified to best fit your course and teaching style.
- The syllabus includes references to, and instructions for accessing, the various tools included in SacCT that are *commonly used by instructors*.
- Adjust descriptions of activities and outcomes to fit your course.
 - Look for **green text** used as a placeholder, to indicate information needed, text you should change, or notes. *Be sure to delete these notes before finalizing your syllabus and change the text color to black.*
 - Be sure to remove references to tools, activities, or outcomes that you do not plan to use in your course.
 - The syllabus includes some common language to describe campus policies and services to serve as a guideline for you. *Be sure to read these sections and change language to fit your course needs.*

Addendums

In addition to this syllabus template, the following addendums are available to include in your syllabus or to make available somewhere in your SacCT course environment ***if they are appropriate for your course***:

- **[Overview of Online Course Activities](#)**: Provides simple instructions on the use of SacCT activities in your course. Links to more detailed information and support documents.
- **[Online Communication Guidelines](#)**: Includes expectations for using technology tools such as discussion, e-mail, and chat for communication.
- **[Discussion Board Guidelines](#)**: Sample guidelines and grading rubric to support the use of online discussion activities in your course.
- **[Technical Support Contact Information](#)**: Information regarding support available for students using technology such as SacCT.
- **[Campus Resources to Support Student Learning](#)**: Sac State

programs and resources that are available to assist students during their academic studies.

Make Your Syllabus Accessible

Using this syllabus template is your first step toward creating an accessible syllabus. You may also want to attend a workshop on Creating Accessible Materials. For more information visit the Sac State [Technology Training Web site](#).

Delete these first two pages from your finished syllabus before distribution.

Department/College

Course Name

Semester Syllabus

Part 1: Course Information

Instructor Information

Instructor: Name

Office: Location

Office Hours: Times & Days *(Note: if online, explain how to access)*

Office Telephone: Phone Number

E-mail: E-mail address *(Note: specify your preferred contact)*

Course Description

Enter catalog description.

Prerequisite

- Enter prerequisite information.

GE Area if Applicable

- Enter if applicable or remove this heading. Note: General Education courses must display the area they fulfill.

Textbook & Course Materials

Required Text

- List required course textbooks. Include detail such as full name of textbook, author, edition, ISBN, description (if desired), and where it can be purchased. If a required text is available online, indicate where it can be accessed.

Recommended Texts & Other Readings

- List other readings available and how/where to access them.
- Include a general statement such as Other readings will be made available in the SacCT (See Learning Modules).

Course Requirements

- Internet connection (DSL, LAN, or cable connection desirable)
- Access to SacCT

- List other tools, resources, and materials needed by the student for success in the course.

Course Structure

This course will be delivered entirely online through the course management system SacCT. You will use your SacLink account to login to the course from the [SacCT login page](https://sacct.csus.edu/) (https://sacct.csus.edu/).

In SacCT, you will access online lessons, course materials, and resources. At designated times throughout the semester, we will participate in a blend of self-paced and group-paced activities using SacCT and alternative Internet-based technologies. Activities will consist of chat, blogs, discussion forums, email, journaling, blogging, wikis, and web posting. *Add and remove listed activities as appropriate to your course.*

SacCT Access

This course will be delivered partially online through a course management system named SacCT.

To access this course on SacCT you will need access to the Internet and a supported Web browser (Internet Explorer, Firefox, Safari). To ensure that you are using a supported browser and have required plug-ins please run the [Check Browser](#) from your SacCT course. Refer to the SacCT Browser Tune-up page for instructions.

Technical Assistance

If you need technical assistance at any time during the course or to report a problem with SacCT you can:

- Visit the SacCT [Student Resources Page](#)
- Review SacCT [Student Tutorials](#)
- Visit the SacCT [Student FAQ's Web Page](#)
- Submit a [SacCT Problem Form](#)

Important Note: This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check SacCT for corrections or updates to the syllabus. Any changes will be clearly noted in course announcement or through SacCT email.

Department/College

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Semester Syllabus

Part 2: Course Objectives

List the primary learning objectives for this course. Use action verbs to describe what students and you will accomplish through this course. A bulleted list is a good way to display these objectives as shown below:

- Objective
- Objective
- Objective

You will meet the objectives listed above through a combination of the following activities in this course:

Provide instructions to students on how they are expected to meet the learning objectives for the course. For example: Will most objectives be met through examination? Or through participation? Or through projects?

- Attend ...
- Complete ...
- Participate ...

Department/College

Course Name

Semester Syllabus

Part 3: Topic Outline/Schedule

Important Note: Refer to the course calendar for specific meeting dates and times. Activity and assignment details will be explained in detail within each week's corresponding learning module. If you have any questions, please contact your instructor.

- **Week 01: Topic**
 - Details ...
- **Week 02: Topic**
 - Details ...
- **Week 03: Topic**
 - Details ...
- **Week 04: Topic**
 - Details ...
- **Week 05: Topic**
 - Details ...

ALTERNATE FORMAT:

Week	Topic	Readings	Activities	Due Date
1				
2				
3				
4				

Note about calendar/schedule. While it is important to clearly indicate the schedule for your course, there are many places where you may do this. You may include a topic outline/schedule (like the examples shown above) in your syllabus, make a separate link to a schedule document in your SacCT course, or use the SacCT calendar tool. Regardless of which you choose, be consistent, and keep your calendar up-to-date to help students follow along, reduce confusion, and emphasize time on task.

Department/College

Course Name

Semester Syllabus

Part 4: Grading Policy

Graded Course Activities

Visit the **Assignments** link in SacCT for details about each assignment listed below. Click on **Assessments** to access quizzes and exams. (See Part 4 for more information about accessing tools and activities).

Points	Description
#	Item 1 (List all activities, tests, etc. that will determine the students' final grade)
#	Item 2
100	Total Points Possible

Late Work Policy

Example: Be sure to pay close attention to deadlines—there will be no make up assignments or quizzes, or late work accepted without a serious and compelling reason and instructor approval.

Viewing Grades in SacCT

Points you receive for graded activities will be posted to the SacCT Grade Book. Click on the My Grades link on the left navigation to view your points.

Include a statement about the timeframe of when to look for grades.

Example: Your instructor will update the online grades each time a grading session has been complete—typically X days following the completion of an activity. You will see a visual indication of new grades posted on your SacCT home page under the link to this course.

Letter Grade Assignment

Include an explanation between the relationship of points earned and final letter grade. **Example:** Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage	Performance
A	93-100%	Excellent Work
A-	90-92%	Nearly Excellent Work
B+	87-89%	Very Good Work
B	83-86%	Good Work
B-	80-82%	Mostly Good Work
C+	77-79%	Above Average Work
C	73-76%	Average Work
C-	70-72%	Mostly Average Work
D+	67-69%	Below Average Work
D	60-66%	Poor Work
F	0-59%	Failing Work

Important note: For more information about grading at Sac State, visit the academic policies and grading section of the university catalog.

Department/College

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Semester Syllabus

Part 5: Course Policies

Participation

Students are expected to participate in all online activities as listed on the course calendar. *Enter specific points regarding attendance policy here.*

If you monitor, track, and/or score student participation, explain how you will keep track and how often students should be accessing the course. If appropriate, mention that you will be using SacCT tracking tool, discussions, chat sessions, and group work, to monitor their participation in the course.

Build Rapport

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

Complete Assignments

All assignments for this course will be submitted electronically through SacCT unless otherwise instructed. Assignments must be submitted by the given deadline or special permission must be requested from instructor *before the due date*. Extensions will not be given beyond the next assignment except under extreme circumstances.

All discussion assignments must be completed by the assignment due date and time. Late or missing discussion assignments will effect the student's grade.

Understand When You May Drop This Course

It is the student's responsibility to understand when they need to consider disenrolling from a course. Refer to the Sac State Course Schedule for dates and deadlines for registration. After this period, a

serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student's family.

Incomplete Policy

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if [\[insert condition here\]](#). All incomplete course assignments must be completed within [\[insert timeframe here\]](#).

Inform Your Instructor of Any Accommodations Needed

If you have a documented disability and verification from the [Office of Services to Students with Disabilities](#) (SSWD), and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation of disability to SSWD and meet with a SSWD counselor to request special accommodation *before* classes start.

SSWD is 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.

Commit to Integrity

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

Sac State's Academic Honesty Policy & Procedures

"The principles of truth and honesty are recognized as fundamental to a community of scholars and teachers. California State University, Sacramento expects that both faculty and students will honor these principles, and in so doing, will protect the integrity of academic work and student grades."

Read more about Sac State's [Academic Honesty Policy & Procedures](#)

Definitions

At Sac State, "**cheating** is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means."

“Plagiarism is a form of cheating. At Sac State, “plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person’s contribution.”

Source: Sacramento State University Library

Important Note: Any form of academic dishonesty, including cheating and plagiarism, may be reported to the office of student affairs.

Course policies are subject to change. It is the student’s responsibility to check SacCT for corrections or updates to the syllabus. Any changes will be posted in SacCT.