**Note to faculty from the Center for Teaching and Learning:**

This syllabus template includes all required syllabus components, including campus policies and information about student resources. It is formatted to be read by adaptive technology (screen readers and other software used by our visually-impaired students and some students with learning disabilities).

Use this syllabus for your courses by filling in your contact information, student learning outcomes, and assignment/assessment and grading criteria. Text in yellow is optional, and can be deleted, rearranged, or altered. If you make significant changes to the syllabus format, check accessibility by placing your syllabus in a Canvas or Blackboard course. The [Ally accessibility software](https://accessibility.sdsu.edu/instructional-materials/ally) within these systems will provide you feedback and guidance on accessibility.

You are not required to use this template. However, University Senate policy requires every SDSU syllabus to include everything on the [SDSU Syllabus Checklist](https://drive.google.com/file/d/1Hi0c2CI82OoBglYJoWVb3QP5vaN3KJO0/view). If you design your own syllabus, please use the checklist, and format your syllabus for [accessibility](https://accessibility.sdsu.edu/instructional-materials/ally).

**Additional recommendations:**

**To support student success as you design and schedule assignments:**

* schedule an initial assignment or assessment during the first month of the semester. Research suggests that early, frequent “low-stakes” assessments promote student learning and engagement.
* incorporate “active learning” assignments. Research also shows that hands-on, applied, collaborative, problem-based, and context-relevant assignments support student engagement and success.

**To support student success with your grading policies:**

* Explain your grading criteria clearly for both individual assignments and for semester grades. Research shows that students are more successful when they have explicit assignment instructions and understand grading criteria.
* If class size permits, make attendance part of students' semester grades. Research shows that students are more likely to attend class when attendance counts toward their grades, and that students who attend class do better.

**Links on this page:**

* Ally Accessibility Tool: <https://accessibility.sdsu.edu/instructional-materials/ally>
* SDSU Syllabus Checklist: <https://drive.google.com/file/d/1Hi0c2CI82OoBglYJoWVb3QP5vaN3KJO0/view>

Delete this page before you post or distribute your syllabus!

COURSE NAME AND NUMBER

Semester and Year

Schedule Number (unless suppressed)

# COURSE INFORMATION

Class Days:

Class Times:

Class Location:

Mode of Delivery: [lecture, discussion, lab, studio, face-to-face, hybrid, online]

Instructor:

Please call me:

Phone:

Email:

Office location:

Office hours:

The best way to reach me is \_\_\_\_; I usually respond to email within \_\_\_.

# This Course in your Degree:

Prerequisites:

This course fulfills:

\_\_\_ Major requirement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Minor requirement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ GE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Course description:

Insert a short course description here. It should include the purpose of your course.

# STUDENT LEARNING OUTCOMES

* Provide 5 - 8 SLOs consistent with purpose / scope of course that specify measurable, assessable knowledge, skills and abilities.
* Optional: List relevant accreditation-required outcomes (if any), or Degree Learning Outcomes for major.

# UNIVERSITY POLICIES

Accommodations: If you are a student with a disability and are in need of accommodations for this class, please contact Student Ability Success Center at (619) 594-6473 as soon as possible. Please know accommodations are not retroactive, and I cannot provide accommodations based upon disability until I have received an accommodation letter from Student Ability Success Center.

Student Privacy and Intellectual Property:The [Family Educational Rights and Privacy Act](http://bfa.sdsu.edu/hr/oerc/students/ferpa.aspx) (FERPA) mandates the protection of student information, including contact information, grades, and graded assignments. I will use [Canvas / Blackboard] to communicate with you, and I will not post grades or leave graded assignments in public places. Students will be notified at the time of an assignment if copies of student work will be retained beyond the end of the semester or used as examples for future students or the wider public. Students maintain intellectual property rights to work products they create as part of this course unless they are formally notified otherwise.

Religious observances:According to the University Policy File, students should notify the instructors of affected courses of planned absences for religious observances by the end of the second week of classes.

**Resources for students**: A complete list of all academic support services--including the [Writing Center](http://writingcenter.sdsu.edu/) and [Math Learning Center](https://mlc.sdsu.edu)--is available on the Student Affairs’ [Academic Success](http://go.sdsu.edu/student_affairs/academic_success.aspx) website. [Counseling and Psychological Services](http://go.sdsu.edu/student_affairs/cps/Default.aspx) (619-594-5220) offers confidential counseling services by licensed therapists; you can Live Chat with a counselor at <http://go.sdsu.edu/student_affairs/cps/therapist-consultation.aspx> between 4:00pm and 10:00pm, or call San Diego Access and Crisis 24-hour Hotline at (888) 724-7240.

You can find additional supplemental instruction, tutoring and academic support here: (insert information about departmental or course-specific tutoring or supplemental instruction)

**SDSU Economic Crisis Response Team:** If you or a friend are experiencing food or housing insecurity, or any unforeseen financial crisis, visit [sdsu.edu/ecrt](http://go.sdsu.edu/student_affairs/ecrt/Default.aspx), email [ecrt@sdsu.edu](mailto:ecrt@sdsu.edu), or walk-in to Well-being & Health Promotion on the 3rd floor of Calpulli Center.

Academic Honesty: The University adheres to a strict [policy prohibiting cheating and plagiarism](http://go.sdsu.edu/student_affairs/srr/cheating-plagiarism.aspx). Examples of academic dishonesty include but are not limited to:

* copying, in part or in whole, from another's test or other examination;
* obtaining copies of a test, an examination, or other course material  
  without the permission of the instructor;
* collaborating with another or others in work to be presented without the permission of the instructor;
* falsifying records, laboratory work, or other course data;
* submitting work previously presented in another course, if contrary to the rules of the course;
* altering or interfering with grading procedures;
* assisting another student in any of the above;
* using sources verbatim or paraphrasing without giving proper attribution (this can include phrases, sentences, paragraphs and/or pages of work);
* copying and pasting work from an online or offline source directly and calling it your own;
* using information you find from an online or offline source without giving the author credit;
* replacing words or phrases from another source and inserting your own words or phrases.

The California State University system requires instructors to report all instances of academic misconduct to the Center for Student Rights and Responsibilities. Academic dishonesty will result in disciplinary review by the University and may lead to probation, suspension, or expulsion. Instructors may also, at their discretion, penalize student grades on any assignment or assessment discovered to have been produced in an academically dishonest manner.

**Classroom Conduct Standards:** SDSU students are expected to abide by the terms of the Student Conduct Code in classrooms and other instructional settings. Violation of these standards will result in referral to appropriate campus authorities. Prohibited conduct includes:

* Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
* Participating in an activity that substantially and materially disrupts the normal operations of the University or infringes on the rights of members of the University community.
* Unauthorized recording, dissemination, or publication (including on websites or social media) of lectures or other course materials.
* Conduct that threatens or endangers the health or safety of any person within or related to the University community, including
  1. physical abuse, threats, intimidation, or harassment.
  2. sexual misconduct.

**Medical-related absences:** Students are instructed to contact their professor/instructor/coach in the event they need to miss class, etc. due to an illness, injury or emergency. All decisions about the impact of an absence, as well as any arrangements for making up work, rest with the instructors. [Student Health Services](http://shs.sdsu.edu/index.asp) (SHS) does not provide medical excuses for short-term absences due to illness or injury. When a medical-related absence persists beyond five days, SHS will work with students to provide appropriate documentation. When a student is hospitalized or has a serious, ongoing illness or injury, SHS will, at the student's request and with the student’s consent, communicate with the student’s instructors via the Vice President for Student Affairs and may communicate with the student’s Assistant Dean and/or the [Student Ability Success Center](http://go.sdsu.edu/student_affairs/sds/).

**Sexual violence / TItle IX mandated reporting:**  As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. I am a mandated reporter in my role as an SDSU employee. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep the information you share private to the greatest extent possible. However, I am required to share information regarding sexual violence on SDSU’s campus with the Title IX coordinator, Jessica Rentto 619-594-6017. She (or her designee) will contact you to let you know about accommodations and support services at SDSU and possibilities for holding accountable the person who harmed you. Know that you will not be forced to share information you do not wish to disclose and your level of involvement will be your choice. If you do not want the Title IX Officer notified, instead of disclosing this information to your instructor, you can speak confidentially with the following people on campus and in the community. They can connect you with support services and discuss options for pursuing a University or criminal investigation. Sexual Violence Victim Advocate 619-594-0210 or Counseling and Psychological Services 619-594-5220, [psycserv@sdsu.edu](mailto:psycserv@sdsu.edu). For more information regarding your university rights and options as a survivor of sexual misconduct or sexual violence, please visit [titleix.sdsu.edu](http://titleix.sdsu.edu/) or [sdsutalks.sdsu.edu](http://sdsutalks.sdsu.edu/).

# COURSE MATERIALS

| Materials (including texts, readings, course fees, equipment, and any technology requirements) | Required or optional | Where and how it can be obtained |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

# COURSE DESIGN Or assignments and Assessments

* Description of major assignments and assessments

If you want room to alter your syllabus during the semester, add something like this: Consistent with University policy, I retain the right to adjust course design, including assignments, assessments and deadlines. Major departures from the syllabus shall be made only for compelling reasons. “Any major changes to the course syllabus will be announced in class, communicated to all students electronically, and incorporated into an updated and posted version of the syllabus.”

# GRADING POLICIES

* List grade criteria for assignment grades and final course grade here

# SCHEDULE

Due dates for major assignments and exams, including time and date of final exam from University finals schedule.

| Date | Activity | Assignment |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |