Please note that many colleges and departments have templates they use for their syllabi. This document is provided as an example of an accessible syllabus that can be used when other templates are not available. When using this template you should delete or replace all text in this Arial font.

The font selection (Garamond) for this syllabus conforms to University guidelines for printed material. If posted online you might want to consider a sans serif font such as Arial or Calibri.

**IMPORTANT UNIVERSITY INFORMATION AND STUDENT POLICY WEBSITE**
*(this link is required to address all policies below)*

Students with Special Needs
Academic Dishonesty Policy
Emergency Preparedness
Library Support
Final Exams Schedule
University Learning Goals (Undergraduate and Graduate; Note: General Education goals must be on the syllabus)
Degree Program Learning Outcomes

**RESPONSE TIME** *(required for online/hybrid and recommended for all)*

Please include a statement including how quickly the instructor responds to email questions, phone calls, and online assignments (usually within 48 hours except weekends).
COURSE COMMUNICATION (required for online/hybrid and recommended for all. Sample text below)

All course announcements and individual email are sent through Titanium, which only uses CSUF email accounts. Therefore, you MUST check your CSUF email on a regular basis (several times a week) for the duration of the course.

For online/hybrid instructors you should also indicate how often you will be online, and alternate communication options.

COURSE DESCRIPTION (required)

COURSE OBJECTIVES (required)

COURSE LEARNING GOALS (required)

It is quite common for some departments to combine this and the previous

GENERAL EDUCATION LEARNING OUTCOMES (if required for course)

REQUIRED TEXTS (required)

OTHER REQUIRED MATERIALS (required)

RECOMMENDED MATERIALS (recommended)

GRADING STANDARDS, AND CRITERIA (required)

Specify the grading system used in the course and whether plus/minus grading will be used in your course. Sample text is below.

In this course the plus/minus system will be used.

The grade breakdown is as follows:

98 – 100% = A+
93 - 97% = A (outstanding performance)
90 – 92% = A-
87 – 89% = B+
83 – 86% = B (good performance)
80 – 82% = B-
77 – 79% = C+

Updated 8.17.18 by Faculty Support Services
73 – 76% = C (acceptable performance)
70 – 72% = C-
67- 69% = D+
63 – 66% = D (poor performance)
60 – 62% = D-
0 – 59% = F

Name of major majors must earn a grade of C or higher in this course to receive credit. Name of major majors earning grades of C- or lower must repeat the course.

Keep all assignments and exams returned to you so that any discrepancies can be easily and fairly straightened out

**GRADING POLICY (required)**

For Online/Hybrid classes specify the following for online activities:

- How participation in online activities will be assessed and graded (e.g., participation in chat sessions, frequency of web access, postings, etc.)
- Whether and how the instructor will track student online activities, for example, by maintaining a copy/log of online discussions and chat session, etc.
- Deadlines for posting and due dates (dates and times)

**Attendance Policy (required)**

Check any policies that may have been adopted by your department

**Late Assignments (required, sample text below)**

One late assignment is allowed in during the semester and will be reduced 10% each day after the assignment due date (up to 50%) unless approval for late work is given in advance. Late assignments and forms will be accepted up to one week after the original due date, no more. Discussion posts will not be accepted late

**Extra Credit Policy (recommended)**

**ASSIGNMENT DESCRIPTIONS (required)**

Class assignments include papers (number, length, due dates, etc.) and required projects (group/individual). Detailed assignment instructions and rubrics are often included.

**ALTERNATIVE PROCEDURE FOR SUBMITTING WORK (required for online/hybrid)**

Please note alternative procedures for submitting work, in the event of technical problems. Sample text is below.

In case of technical difficulties with Titanium, the instructor will communicate with students directly through CSUF email, and assignments can be sent through email, faxed or mailed to the
Department of Secondary Education. In the case email doesn’t work, students should call the department coordinator at 657-278-XXXX for further direction.

POLICY ON RETENTION OF STUDENT WORK² (recommended, sample text below)
Work is submitted through the Titanium course site and shall be retained on the course website for a reasonable time after the semester is completed.

TECHNICAL REQUIREMENTS (required for Online/Hybrid Instruction recommended for all)
This will depend on the course and department requirements. This should include hardware and software requirements. Please include technical competencies expected or required of the students. Sample text follows.

Students are expected to
1. Have basic computer competency which includes:
   a. the ability to use a personal computer to locate, create, move, copy, delete, name, rename, and save files and folders on hard drives, secondary storage devices such as USB drives, and cloud such as Google Drive (Titan Aps) and Dropbox;
   b. the ability to use a word processing program to create, edit, format, store, retrieve, and print documents;
   c. the ability to use their CSUF email accounts to receive, create, edit, print, save, and send an e-mail message with and without an attached file; and
   d. the ability to use an Internet browser such as Chrome, Safari, Firefox, or Internet Explorer to search and access web sites in the World Wide Web.
2. Have ongoing reliable access to a computer with Internet connectivity for regular course assignments
3. Utilize Microsoft® Office 2013 (for P.C.) or 2011 (for Mac) including Word, PowerPoint, and Excel to learn content and communicate with colleagues and faculty; have the ability to regularly print assignments
4. Maintain and access three times weekly their CSUF student email account
5. Use Internet search and retrieval skills to complete assignments
6. Apply his/her educational technology skills to complete expected competencies
7. Utilize other software applications as course requirements dictate
8. Utilize Titanium to access course materials and complete assignments

Software for Students (recommended)
Did you know you can get FREE and low-cost software for being an active CSUF students? Software downloads and request forms can be found on the CSUF Student Software website.

SYNCHRONOUS/ASYNCHRONOUS INSTRUCTION (required for Online/Hybrid Instruction)
Specify where and when the class meets for any dates that there is synchronous or face-to-face instruction. Please also note this in the tentative course schedule. If this does not apply to your class please state that there is no face-to-face or synchronous instruction.
NETIQUETTE REQUIREMENTS (required for Online/Hybrid)

Insert information regarding appropriate online behavior. Sample text is included below.

Each student is expected to conduct himself/herself in a professional manner during the class - taking full advantage of the learning opportunities available. This includes completing all online discussions and assignments, adhering to proper netiquette, and so on. Netiquette refers to a set of behaviors that are appropriate for online activity - especially with email and threaded discussions. The core rules of netiquette can be found at the Netiquette website. Please read through these netiquette rules to ensure that you are familiar with what will be the expected online behavior for this course.

GENERAL EDUCATION (this section is required for General Education Courses)

Course syllabi for courses that meet General Education requirements shall include the following

General Education Requirement(s) Satisfied by this Course

This should be a statement of the specific General Education requirement(s) that the course meets. (You can conveniently find this information in Titan Online, Faculty Self Service, under Faculty Center. Click on the relevant class, and look under Enrollment Information, Course Attribute.)

Courses in Oral Communication (A.1.), Written Communication (A.2), Critical Thinking (A.3) and Mathematics/Quantitative Reasoning (B.4) shall include a statement that “A grade of “C-” (1.7) or better is required to meet this General Education requirement. A grade of “D+” (1.3) or below will not satisfy this General Education requirement.”

Include an indication of the way in which the General Education writing requirement shall be met and assessed (this may already be covered under `Grading Policy’ above).

General Education Objectives

Include the objectives for the General Education category or categories in which the course carries credit.

Titanium (recommended, sample language below)

As a registered student you are enrolled in Titanium. You may access Titanium for all your classes by clicking on your student portal, found on the CSUF website. There is a short video explaining Titanium access. Problems? Contact the student help desk at (657) 278-8888 or email StudentITHelpDesk@fullerton.edu.

University Learning Center (recommended, sample language below)

The goal of the University Learning Center is to provide all CSUF students with academic support in an inviting and contemporary environment. The staff of the University Learning Center will assist students with their academic assignments, general study skills, and computer user needs. The ULC staff work with all students from diverse backgrounds in most undergraduate general education courses including those in science and math; humanities and social sciences; as well as other subjects. They offer one-to-one peer tutoring, online writing review, and many more services. More information can be found on the University Learning Center website.
**Writing Center** *(recommended, sample language below)*

The Writing Center offers 30-minute, one-on-one peer tutoring sessions and workshops, aimed at providing assistance for all written assignments and student writing concerns. Writing Center services are available to students from all disciplines. Registration and appointment schedules are available at the [Writing Center Appointment Scheduling System](#). Walk-in appointments are also available on a first come, first served basis, to students who have registered online. More information can be found at the [Writing Center webpage](#). The Writing Center is located on the first floor of the [Pollak Library](#); their phone number is (657) 278-3650.

**TENTATIVE SCHEDULE** *(required)*

The use of a list (see below) is recommended for ATI compliance. If a table is inserted here it is recommended that an accessible and searchable list like the one below also be provided. Note: the list below has three heading levels.

An accessible table form of the list is also provided in the course calendar that follows. For online/hybrid courses please indicate (again) any dates that there is synchronous instruction.

**Week 1, Month and Day**

- **Topic(s)**
  - Insert

- **Assignments Due**
  - Insert

- **Reading Assignments**
  - Insert

**Week 2, Month and Day**

- **Topic(s)**
  - Insert

- **Assignments Due**
  - Insert

- **Reading Assignments**
  - Insert

**Week 3, Month and Day**

- **Topic(s)**
  - Insert

- **Assignments Due**
  - Insert

- **Reading Assignments**
  - Insert
<table>
<thead>
<tr>
<th>Week 4, Month and Day</th>
<th>Topic(s)</th>
<th>Insert</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assignments Due</td>
<td>Insert</td>
</tr>
<tr>
<td></td>
<td>Reading Assignments</td>
<td>Insert</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 5, Month and Day</th>
<th>Topic(s)</th>
<th>Insert</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assignments Due</td>
<td>Insert</td>
</tr>
<tr>
<td></td>
<td>Reading Assignments</td>
<td>Insert</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 6, Month and Day</th>
<th>Topic(s)</th>
<th>Insert</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assignments Due</td>
<td>Insert</td>
</tr>
<tr>
<td></td>
<td>Reading Assignments</td>
<td>Insert</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 7, Month and Day</th>
<th>Topic(s)</th>
<th>Insert</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assignments Due</td>
<td>Insert</td>
</tr>
<tr>
<td></td>
<td>Reading Assignments</td>
<td>Insert</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 8, Month and Day</th>
<th>Topic(s)</th>
<th>Insert</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assignments Due</td>
<td>Insert</td>
</tr>
<tr>
<td></td>
<td>Reading Assignments</td>
<td>Insert</td>
</tr>
</tbody>
</table>
Week 9, Month and Day

  Topic(s)
  Insert

  Assignments Due
  Insert

  Reading Assignments
  Insert

Week 10, Month and Day

  Topic(s)
  Insert

  Assignments Due
  Insert

  Reading Assignments
  Insert

Week 11, Month and Day

  Topic(s)
  Insert

  Assignments Due
  Insert

  Reading Assignments
  Insert

Week 12, Month and Day

  Topic(s)
  Insert

  Assignments Due
  Insert

  Reading Assignments
  Insert

Week 13, Month and Day

  Topic(s)
  Insert

  Assignments Due
  Insert

  Reading Assignments
  Insert
Week 14, Month and Day
   Topic(s)
   Insert
   Assignments Due
   Insert
   Reading Assignments
   Insert

Week 15, Month and Day
   Topic(s)
   Insert
   Assignments Due
   Insert
   Reading Assignments
   Insert

Final Exam (if applicable)
Sample Course Calendar Course Title (Dates)

**MODULE #1 (DATES)**
Module #1 Title

<table>
<thead>
<tr>
<th>Week</th>
<th>Content</th>
<th>Reading /Viewings</th>
<th>Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• Topic/Activity</td>
<td>1. Reading</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>• Topic/Activity</td>
<td>2. Reading</td>
<td>• Assignment</td>
</tr>
<tr>
<td>2</td>
<td>• Topic/Activity</td>
<td>1. Reading</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>• Topic/Activity</td>
<td>2. Reading</td>
<td>• Assignment</td>
</tr>
<tr>
<td></td>
<td>• Topic/Activity</td>
<td>3. Reading</td>
<td>Date</td>
</tr>
<tr>
<td>3</td>
<td>• Topic/Activity</td>
<td>1. Reading</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>• Topic/Activity</td>
<td>2. Reading</td>
<td>• Assignment</td>
</tr>
</tbody>
</table>

**MODULE #2 (DATES)**
Module #2 Title

<table>
<thead>
<tr>
<th>Week</th>
<th>Content</th>
<th>Reading /Viewings</th>
<th>Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>• Topic/Activity</td>
<td>1. Reading</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>• Topic/Activity</td>
<td>2. Reading</td>
<td>• Assignment</td>
</tr>
<tr>
<td>5</td>
<td>• Topic/Activity</td>
<td>1. Reading</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>• Topic/Activity</td>
<td>2. Reading</td>
<td>• Assignment</td>
</tr>
<tr>
<td>6</td>
<td>• Topic/Activity</td>
<td>1. Reading</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>• Topic/Activity</td>
<td>2. Reading</td>
<td>• Assignment</td>
</tr>
</tbody>
</table>

**MODULE #3 (DATES)**
Module #3 Title

<table>
<thead>
<tr>
<th>Week</th>
<th>Content</th>
<th>Reading /Viewings</th>
<th>Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>• Topic/Activity</td>
<td>1. Reading</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>• Topic/Activity</td>
<td>2. Reading</td>
<td>• Assignment</td>
</tr>
<tr>
<td>8</td>
<td>• Topic/Activity</td>
<td>1. Reading</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>• Topic/Activity</td>
<td>2. Reading</td>
<td>• Assignment</td>
</tr>
<tr>
<td>9</td>
<td>• Topic/Activity</td>
<td>1. Reading</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>• Topic/Activity</td>
<td>2. Reading</td>
<td>• Assignment</td>
</tr>
<tr>
<td></td>
<td>• Topic/Activity</td>
<td>3. Reading</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>• Assignment</td>
<td></td>
<td>• Assignment</td>
</tr>
</tbody>
</table>
### MODULE #4 (DATES)

#### Module #4 Title

<table>
<thead>
<tr>
<th>Week</th>
<th>Content</th>
<th>Reading /Viewings</th>
<th>Assignments Due</th>
</tr>
</thead>
</table>
| 10   | • Topic/Activity  
       • Topic/Activity  
       • Topic/Activity | 1. Reading  
          2. Reading  
          3. Reading | Date  
          Assignment  
       Date  
          • Assignment |
| 11   | • Topic/Activity  
       • Topic/Activity  
       • Topic/Activity | 1. Reading  
          2. Reading  
          3. Reading | Date  
          Assignment  
       Date  
          • Assignment |
| 12   | • Topic/Activity  
       • Topic/Activity  
       • Topic/Activity | 1. Reading  
          2. Reading  
          3. Reading | Date  
          Assignment  
       Date  
          • Assignment |

### MODULE #5 (DATES)

#### Module #5 Title

<table>
<thead>
<tr>
<th>Week</th>
<th>Content</th>
<th>Reading /Viewings</th>
<th>Assignments Due</th>
</tr>
</thead>
</table>
| 13   | • Topic/Activity  
       • Topic/Activity  
       • Topic/Activity | 1. Reading  
          2. Reading  
          3. Reading | Date  
          Assignment  
       Date  
          • Assignment |
| 14   | • Topic/Activity  
       • Topic/Activity | 1. Reading  
          2. Reading  
          3. Reading | Date  
          • Assignment  
       Date  
          • Assignment |
| 15   | • Topic/Activity  
       • Topic/Activity | 1. Reading  
          2. Reading | Date  
          • Assignment |

Updated 8.17.18 by Faculty Support Services
Classroom Emergency Preparedness Guide

Information provided by the University Police Emergency Management Coordinator

EMERGENCY PREPAREDNESS FOR: COURSE NUMBER AND TITLE

ON THE FIRST DAY OF EVERY SEMESTER:

- Know the emergency exits and evacuation areas for every classroom.
- Devise "buddy systems" so that everyone is accounted for in an evacuation.
- Evaluate the challenges that you might face during an evacuation and speak with your instructor.
- Add the CSUF Emergency Information number – 877-278-1712 – to your cell phone to hear recorded information regarding campus conditions or closure.
- [Personal Preparation website]

EMERGENCY COMMUNICATION

Campus emergency communication is done via a voice message, text and/or an email. Go to your Portal to review your contact information. [A guide to update your personal information]

EVACUATIONS – DRILLS OR REAL

- You may not know if this is a drill or not, so take every call to evacuate seriously.
- Take your personal belongings and immediately leave the building.
- Know where the evacuation area is for every building. [A map of all campus evacuation areas]
- Re-enter buildings only when directed by Building Marshals or other campus authority.
- Leave the campus only if instructed.

For this class, the closest 2 exits are: note closest exits

We will meet at: note class meeting place

Earthquake

As soon as you feel shaking, DROP, COVER and HOLD ON: Immediately seek shelter (under a desk or table) cover your head and hold on. Evacuate if directed, or you feel it is safe to do so.

Fire

- When you see smoke or fire, immediately evacuate the building.
- If not already activated, pull the fire alarm switch to alert others of the situation.
- Use a fire extinguisher only if you know how to use it and the fire is small.

Shelter in Place or Dangerous Situation

- If directed, or you feel it is best to do so, seek shelter in a room with a lock.
- Turn off the lights and silence all cell phones.
- Hide as best as possible until the all clear signal has been given by authorities.
- If possible, move away from the dangerous situation as fast as you can.
- If you cannot safely hide or escape, be prepared to take action to protect yourself.
- See [some helpful videos on sheltering in place]

WHEN YOU NEED HELP IMMEDIATELY OR TO REPORT A DANGEROUS SITUATION, CALL 911.

University Police non-emergency line: (657) 278-2515

FOR MORE INFORMATION

Ask your instructor, or go to [Campus Preparedness website]

Updated 8.17.18 by Faculty Support Services
Instructor Notes

TABLES
The use of tables and figures has been discouraged because the text is difficult to access for those using assistive technologies. When at all possible it is recommended that more accessible (and searchable) formats be used, such as lists like those suggested in the sections below. If the use of a table is absolutely necessary, it must be labeled and titled. In addition, if a table is used it is recommended that the information also be provided in a searchable format elsewhere (e.g., Titanium), or also in the syllabus if length is not a concern.

UPS LINKS

UPS 300.004 Policy on Course Outlines

UPS 320.005 Retention of Student Work

UPS 411.104 Policy on Online Instruction

1 This is where you put campus location, be sure and note exceptions. If it is a fully online or hybrid course list WEB/ONLINE or WEB/HYBRID in any case if there are requirements for synchronous meetings list the days, times, and, for face-to-face meetings, location.

From UPS 411.104 “For hybrid and online instruction courses with required course meetings, the syllabus will indicate the dates and times of all required on campus or synchronous meeting sessions. Since students taking hybrid or online instruction courses with required course meetings will likely expect and plan for meetings to occur on the dates listed in the syllabus, alterations to class meeting dates should be done with at least two weeks notice and generally should be avoided.”

2 Review UPS 320.005

3 Review UPS 411.201