# Course Title and Course Number

Semester and Year

## Course Information

Class Days:

Class Times:

Class Location:

Instructor:

Phone:

Email:

Office:

Office Hours:

## Course Overview

Please describe the purpose and scope of the course. Use the description from the course catalog. When referencing websites, remember to use descriptive links instead of exposed URLs.

### Prerequisites

List any mandatory and/or recommended prerequisites here.

### Student Learning Outcomes

Objectives must be measurable, specific, and time-related.

Upon successful completion of this course, students should be able to:

1. Learning Outcome 1
2. Learning Outcome 2
3. Etc.

### Adding/Dropping Procedures

Other items that are relevant to this section and may be added if desired:

* Description of Course Scope and Purpose
* Real Life Relevance
* Relation to Other Courses

### Classroom Protocol

Note expectations for participations, attendance, arrival times, behavior, safety, cell phone use, etc.

## Course Materials

### Required Texts, Materials, and/or Equipment

* Include all acceptable editions

### Optional Texts, Materials, or Equipment

* List any other course materials that maybe be helpful for student success

### Options for Accessing Course Materials

* Coyote Bookstore
* CSUSB Library Course Reserves
* Other retailers or resources

## Course Assignments and Exams

Please explain how the course will be assessed and graded by including, but not limited to:

* Type and description of major assignments
* Due Dates for any Major Assignments or Exams (example table provided below)
* Scored activities and weighting by percentage of total score (e.g. Exams, Quizzes, Participation, Attendance, etc.)
* Excused Absence Make-up Policies

## Grading Policy

Specify grading policies including how grades are determined, what grades are possible, the grading scale, whether extra credit are available, what the penalty is for late or missed word and what constitutes a passing grade for the course.

## Course Schedule

| Week | Date | Topics, Readings, Assignments, Deadlines |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

## Student Support Services

### Academic Services

A complete list of all academic support services is available on the [Academic Success](https://www.csusb.edu/academic-support-resources) section of the [CSUSB Student Affairs](https://www.csusb.edu/student-affairs/student-services) website.

For help with improving your writing ability, the staff at the CSUSB [Writing Center](https://www.csusb.edu/writing-center) is available in person and online.

### Counseling Services

[Counseling and Psychological Services](https://www.csusb.edu/caps) offers confidential counseling services by licensed psychologists, counselors, and social workers. More info can be found at their website or by calling (909) 537-5040.

### Food Insecurity/Scarcity

[The Obershaw Den](https://www.csusb.edu/community-engagement/den) provides food and personal hygiene items for enrolled students in need. Services are confidential.

## Students with Disabilities

If you have a documented disability, please read the below information to have your right to accommodation met. If you have an undocumented disability, please schedule a time to meet with me so we can discuss your needs.

### San Bernardino Campus:

If you are in need of an accommodation for a disability in order to participate in this class, please see the instructor and contact Services to Students with Disabilities at (909) 537-5238 or [ssd@csusb.edu](mailto:ssd@csusb.edu).

If you require assistance in the event of an emergency, you are advised to establish a buddy system with a buddy and an alternate buddy in the class. Individuals with disabilities should prepare for an emergency ahead of time by instructing a classmate and the instructor.

### Palm Desert Campus:

If you are in need of an accommodation for a disability in order to participate in this class, please let me know ASAP and also contact Services to Students with Disabilities at the Palm Desert Campus at 760-341-2883 extension 78117, or at the San Bernardino Campus at 909-537-5238, [ssd@csusb.edu](mailto:ssd@csusb.edu).

If you require assistance in the event of an emergency, you are advised to establish a buddy system with a buddy and an alternate buddy in the class. Individuals with disabilities should prepare for an emergency ahead of time by instructing a classmate and the instructor.

## Technical Support for Blackboard

Student support for Blackboard is provided by the Technology Support Center, located on the 1st floor of the   
Pfau Library Wedge, PL-1108. They can be reached at 909-537-7677 or [support@csusb.edu](mailto:support@csusb.edu)

## Academic Honesty

Please refer to the course bulletin’s [Academic Regulations and Standards](http://bulletin.csusb.edu/academic-regulations/) for the University’s policy regarding cheating and plagiarism. These activities will not be tolerated in this class. Become familiar with the policy and what constitutes plagiarism. Any cheating or plagiarism will result in failing this class and a disciplinary review by the University. These actions may lead to probation, suspension, or expulsion.

Examples of Plagiarism include but are not limited to:

* 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
* Submitting a piece of work you did for one class for another class

## Success in an Online Course

This online course offers the advantage of learning anyplace and anytime. Despite this flexibility, to succeed in the online learning environment students should keep in mind the following requirements:

* A computer with a stable Internet connection. Higher speed Internet connections are strongly recommended.
* Basic computer skills - email, surf the Internet, and create basic word processor files.
* Microsoft Office 2010 or higher (Must include Word and PowerPoint).
* A reliable email address that will not change from the beginning until the end of the semester.
* A "technology back-up" plan. Students should plan out an alternative location to do assignments and quizzes in the event their computer or Internet connection is not working.
* Time. Distance learning courses require as much time as traditional (classroom) instruction. The primary difference is that online instruction allows flexibility.
* Self-motivation. Online students must be "self-starters" and can work with a minimum of supervision. Students who procrastinate are rarely successful in distance learning courses.

Students are also required to:

* Make use of the online course materials available via Blackboard. Access to these materials is available once you have registered to the course
* Participate in asynchronous online discussions
* Complete readings and assignments by the dates indicated on the syllabus
* Check email daily

## Netiquette

Netiquette is online etiquette. It is important that all participants in online courses be aware of proper online behavior and respect one another.

Use appropriate language for an educational environment:

* Use complete sentences
* Use proper spelling and grammar
* Avoid slang and uncommon abbreviations
* Do not use obscene or threatening language

Remember that the University values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see [The Core Rules for Netiquette](http://www.albion.com/netiquette/corerules.html) by Virginia Shea.

## Turnitin

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to [Turnitin.com](http://turnitin.com/) for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. You may submit your papers in such a way that no identifying information about you is included. Another option is that you may request, in writing, that your papers not be submitted to www.turnitin.com. However, if you choose this option you will be required to provide documentation to substantiate that the papers are your original work and do not include any plagiarized material.

## Student Privacy and Intellectual Property

Students maintain intellectual property rights to work products they create as part of this course unless they are formally notified otherwise.

Blackboard Grade Center is used to assure privacy of student grades and feedback on individual assignments unless students have granted written waivers.

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.

## Copyright

CSUSB respects the intellectual property of others and we ask our faculty & students to do the same.

It is best to assume that any material (e.g., graphic, html coding, text, video, or sound) on the Web is copyrighted unless specific permission is given to copy it under a [Creative Commons License](http://creativecommons.org). More information about the use of copy written material in education as part of the [TEACH Act](https://www.provost.ncsu.edu/copyright/toolkit/) and [Copyright Fair Use Guidelines](http://fairuse.stanford.edu/). Whenever possible, you should attribute the original author of any work used under these provisions.