*[Text in italics and small print in this document indicate notes to instructor; they should be removed in the syllabus which is distributed to students]*

*[Please see also* [*this page*](https://www.csusb.edu/trc/teaching-tips/course-syllabi) *for more information on syllabi]*

*[Required elements are in black]*

*[Strongly recommended optional elements are in purple]*

# California State University, San Bernardino College/Department Course Number, Title, Section, Quarter and Year

CSUSB Land Acknowledgement: We recognize that California State University, San Bernardino sits on the territory and ancestral land of the San Manuel Band of Mission Indians (Yuhaaviatam). We recognize that every member of the California State University, San Bernardino community has benefitted and continues to benefit from the use and occupation of this land since the institution’s founding in 1965. Consistent with our values of community and diversity, we have a responsibility to acknowledge and make visible the university’s relationship to Native peoples. By offering this Land Acknowledgement, we affirm Indigenous sovereignty and will work to hold California State University, San Bernardino more accountable to the needs of American Indian and Indigenous peoples.

## Instructor Information

### Instructor:

### Office location:

### Telephone:

### Email:

### Office hours:

### Class Days/Time:

### Classroom:

### Online Zoom meeting ID:

## Faculty Web Page:

*[It is important to use a descriptive links rather than the actual hyperlink address for all websites in your document. For example, instead of csusb.instructure.com, use* [*CSUSB Canvas website*](csusb.instructure.com)*.]*

## Course Description

*[Insert course description, catalog and/or departmental description here.]*

## Course Goals/Objectives and Student Learning Objectives/Outcomes

**This heading must read exactly as shown above, “Student Learning Objectives.” Please do not edit it.**

*[At a minimum, each course syllabus must contain course goals and/or objectives and/or expected student learning outcomes (From Syllabus Policy, Section 2.c). Edit the title above to match the information given in this section.*

*This is a sample text and use this format if you have a list of course objectives or student learning outcomes: Upon successful completion of this course, students will be able to:*

*Learning Outcome (LO) 1…*

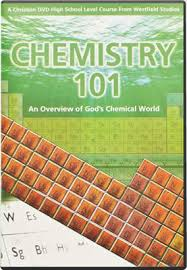
*LO2…*

*LO3…]*

## Required Texts/Readings (note where available)

### Textbook

*[List textbook and any other required and recommended reading materials here. For textbooks, include the full citation and ISBN numbers.]*



*[Picture is optional; if you include one, add descriptive text.]*

### Other readings (or recommended readings)

*[Include as necessary, alter heading, or delete this paragraph and heading]*

### Additional equipment requirements

*[Include as necessary, alter heading, or delete this paragraph and heading]*

## Assignments

*[Enumerate and briefly describe assignments for the course and indicate alignment with learning outcomes. Include information about due dates and assignment weights.]*

## Grading Policy

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

## Classroom Protocol

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

*[For online and hybrid courses, please specify the following two sections:]*

## Minimum Computer Hardware and Software Requirements

*[sample text:]* System minimum requirements:

* Windows 7 or higher
* Mac OSX 10.12 or higher
* 4GB RAM (8GB RAM or more is highly recommended)
* 20GB of available hard-drive space
* Screen resolution set to 1280x1024.
* Broadband/high-speed uninterrupted Internet access; minimum speed of 1.5 Mbps download, 750 Kbps upload

## Alternate Procedure for Submitting Work

*[sample text:]* In case of a breakdown in the Canvas LMS, please email assignments by the deadline to the instructor.

## University Policies

*[Instructor(s) shall refer students to the “Academic Regulations and Procedures" in the CSUSB Bulletin of Courses for the university’s policies on course withdrawal, cheating, and plagiarism. Below are examples only.]*

### Plagiarism and Cheating

*[Sample text:]* Students are expected to be familiar with the University’s Policy on cheating and Plagiarism. Please review this at (CSUSB Bulletin, pages 51-52). “Quote here the university’s policy.” Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person’s ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified.

### Dropping and Adding

*[Sample text:]* You are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. found at <https://catalog.csusb.edu/academic-regulations/>

*[Campus Policy in Compliance with the American Disabilities Act: CSUSB Syllabus Policy (2.g) states that at a minimum, each course syllabus must contain a statement of ADA compliance (below are the 2007-08 official statements for supporting students with disabilities), and the reminder that it is the student's responsibility to seek academic accommodations for a verified disability in a timely manner.]*

## Support for Students with Disabilities

### Main 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.

### 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 Rosie Garza in Services to Students with Disabilities at the Palm Desert Campus in RG-209, 760-341-2883 extension 78117, or at the San Bernardino Campus in UH-183, 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 informing a classmate and the instructor.

## Statement on Inclusion, Diversity, and Equity: Abiding by Title VI and Title IX

The California State University does not discriminate on the basis of age, genetic information, marital status, medical condition, nationality, race or ethnicity (including color and ancestry), religion (or religious creed), and veteran or military status – as these terms are defined in CSU Executive Order 1097– in its programs and activities, including admission and access. Federal and state laws, including Title VI of the Civil Rights Act of 1964 and the California Equity in Higher Education Act, prohibit such discrimination.

The California State University does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, 1 prohibit discrimination on the basis of sex, gender, or sexual orientation in employment, as well as all education programs and activities operated by the University (both on and off campus), and protect all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence.

## Course Schedule

(Note: subject to change with fair notice.)

*[List the agenda for the semester including when and where the final exam will be held.]*

| **Date** | **Topics, Readings, Assignments and Deadline** |
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| Week 1: August 23 to August 30 |  |
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