

California Polytechnic State University, San Luis Obispo

[Title Style from Styles Pane]

School/Department

Course Number, Title, Section, Quarter, Year

[Subtitle Style from Styles Pane]

Class information	Details
Instructor:	(Your name - required)
Office Location:	(Building and room number - required)
Telephone:	(area code) (telephone number – required)
Email:	(Your email address - required)
Office Hours:	(Days and time - required)
Class Days/Time:	(Days and time)
Classroom:	(Building and room number)
Prerequisites:	(If none, delete this row)

Course Description **[Heading 1 Style from Styles Pane]**

(Insert course description from the University Catalog augmented by section and/or departmental-specific description here. Include a description of the format of the course (e.g., lecture, lab, activity, discussion, etc., any pre- and co-requisites, and, if relevant, the minimum grade needed for this course to count towards the major.)

Course Goals and Learning Objectives **[Heading 1]**

(Insert course goals and outcomes here. Objectives must be measurable, specific, and time related.)

Student Learning Outcomes **[Heading 1]**

(Include, as appropriate, University, GE, and student learning objectives.)

1. LO1 (insert learning outcome 1) **[List number]**
2. LO2 (insert learning outcome 2, etc.) **[List number]**

Required Texts/Readings **[Heading 1]**

Textbook **(Required) [Heading 2]**

(Insert the complete textbook citation here. Include ISBN and where students can buy the text.)

Other Readings **(Required) [Heading 2]**

(Insert the list of any additional readings here.)

Other Equipment / Material Requirements [Heading 2]

(Include here as necessary, e.g., if students need to obtain specific software to do homework, specific lab equipment required, etc.)

Library Liaison (Optional) [Heading 1]

(Insert the name, email address, and other relevant information of your liaison for students with library research questions here.)

Classroom Protocol [Heading 1]

(Insert your expectations for participation, attendance, arrival times, behavior, safety, cell phone use, etc. here.)

Assignments (Required) [Heading 1]

(Insert your enumerations and brief descriptions for the course assignments here (e.g., papers, projects, exams, quizzes, homework, laboratory work, fieldwork, fieldtrips, class participation, etc.) and indicate how each assignment is aligning with the learning outcomes. Include information about due dates and assignment weights.) [Accessible Table]

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

Late/Missed Work and Make-Up Policy (Required) [Heading 1]

(Insert your policy for students turning in late work and make-ups of exams here)

Grading Policy (Required) [Heading 1]

(Specify grading policies here including how grades are determined, what grades are possible, whether extra credit is available, and what constitutes a passing grade for the course. Include the date of the final exam/s. If you grade on participation, indicators on how participations will be assessed should be included. You may also include a statement about circumstances and procedures leading to a grade of "Incomplete.") [Accessible Table]

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

Letter Grade	Percentage	Performance
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

University Policies **[Heading 1]**

Attendance: **(Required) [Heading 2]**

(Students are responsible for knowing policy regarding class attendance. [Class Attendance Policy](#))

Add/Drop Policy: **[Heading 2]**

(Share with your students the University policies, procedures, and schedule for dropping or adding classes. [Add/Drop Policy](#))

Academic Integrity: **[Heading 2]**

(Insert specific information relevant to your course, as well as information about whether collaboration is allowed and in what form.) Students are responsible for knowing the policy regarding academic honesty. [Academic Honesty Policy](#)

Students with Disabilities: **[Heading 2]**

Persons who wish to request disability-related accommodations should contact the Disability Resource Center in Building 124, Room 119. Phone: (805) 756-1395 or (805) 756-6266 (TTY). Office hours are Monday-Friday from 8:00 AM – 4:30 PM. Some accommodations may take up to several weeks to arrange. [DRC Web Site](#) **[Suggested additional language:]** If you are a student with a disability, please consider discussing your needs and possible accommodations with me as soon as possible.)

Possible Addendums (Optional) **[Heading 2]**

In addition to the items shown on this syllabus template, you may want to consider adding these topics *if they are appropriate for your course*.

Overview of Online Course Activities **[Heading 2]**

(Insert information on some of the required online course activities. Link to more detailed information and support documents.)

Online Communication Guidelines **[Heading 2]**

(Include expectations for using technology tools such as discussion, e-mail, and chat for communication as well as aspects of netiquette.)

Discussion Board Guidelines

(Sample guidelines and grading rubric to support the use of online discussion activities in your course.)

Technical Support Contact Information **[Heading 1]**

(Information regarding support available for students using technology such as links to the [Canvas Support Site](#).)

Campus Resources to Support Student Learning [Heading 1]

(Cal Poly programs and resources that are available to assist students during their academic studies, such as the [Cal Poly Student Academic Services Web Site](#).)

Course Schedule (Optional) [Heading 1]

(List the agenda for the semester including when and where the final exam will be held. Indicate the schedule is subject to change with fair notice and how the notice will be made available.) **[Emphasis style from the Styles Pane] [Accessible Table]**

Week	Date	Topics, Readings, Assignments, Deadlines (i.e., Lectures)	Other (i.e., Lab)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Final Exam		Venue and Time	

