SDSU Syllabus Template

Instructions for Faculty

(Delete this page before publishing your syllabus)

# How to use the Syllabus Template

This template includes all required syllabus components and is formatted to be read by adaptive technology (software used by our visually-impaired students and some students with learning disabilities). If you opt to design your own syllabus, use the [SDSU Syllabus Checklist](https://docs.google.com/document/d/1dT5HBj95rSCFtziehiwCoDINCdmMNZMRB2ctaHylSJo/edit?usp=sharing) and [Ally accessibility software](https://accessibility.sdsu.edu/instructional-materials/ally) within Canvas.

* Text in yellow includes optional text for syllabi
* Text in green offers course design suggestions

Faculty may present template items in any order that suits the needs of a given course.

**PLEASE NOTE:**

* **SDSU has designated Friday, March 18, 2022 as a Non-Instruction Day on the Spring 2022 academic calendar (due to the NCAA Men's Basketball Championship).**

COURSE NAME AND NUMBER

Semester and Year

Schedule Number (unless suppressed)

# Course Information

Class Days / Times:

Class Location:

Mode: [lecture, discussion, lab, studio, face-to-face, hybrid, synchronous, asynchronous]

Platform: [Canvas]Instructor:

Pronouns:

Phone:

Email:

Office location:

Office hours:

*Course design suggestion:* Inform students as to how you prefer to be addressed (“Dr.,” “Professor,” etc.), and communicate the best ways to contact you and appropriate expectations for response time.

# LAND ACKNOWLEDGMENT

For millennia, the Kumeyaay people have been a part of this land. This land has nourished, healed, protected and embraced them for many generations in a relationship of balance and harmony. As members of the San Diego State University community, we acknowledge this legacy. We promote this balance and harmony. We find inspiration from this land, the land of the Kumeyaay.

# ESSENTIAL STUDENT INFORMATION

* Compliance with [CSU / SDSU vaccination and facial covering policies](https://newscenter.sdsu.edu/student_affairs/srr/covid-policies.aspx?) is required.
* Your [SDSU email address](https://gsuite.sdsu.edu/) will be used for all course-related communications.
* The [Student Conduct Code](https://newscenter.sdsu.edu/student_affairs/srr/conduct.aspx) prohibits conduct disruptive to instruction, including academic dishonesty and the unauthorized recording, dissemination, or publication (including on websites or social media) of lectures or other course materials.
* SDSU provides disability-related accommodations via the Student Ability Success Center (sascinfo@sdsu.edu | [sdsu.edu/sasc](http://sdsu.edu/sasc)). Please allow 10-14 business days for this process.
* 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 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.
* As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. I am required to share information regarding sexual violence on SDSU’s campus with the [Title IX](http://titleix.sdsu.edu/) coordinator, Gail Mendez (619-594-6464), who will contact you to let you know about support services at SDSU and possibilities for holding accountable the person who harmed you. If you do not want the Title IX Officer notified, you can speak confidentially SDSU’s Sexual Violence Victim Advocate (619-594-0210) or Counseling and Psychological Services (619-594-5220, [psycserv@sdsu.edu](mailto:psycserv@sdsu.edu)).
* Class rosters are provided to the instructor with the student's legal name. Please let me know if you would prefer an alternate name and/or gender pronoun.
* Need help finding an advisor, tutor, counselor, emergency economic assistance, or other support? Contact the [SDSU Student Success Help Desk](https://studentsuccess.sdsu.edu/) Monday through Friday, 9:00 AM to 4:30 PM.
* For technical or computing assistance, contact the [Library Computing Hub](https://virtual-academic-help.sdsu.edu/technology).

**For courses using hazardous materials:**

* This course requires the use and handling of hazardous materials. You must complete the Environmental Health and Safety module and survey in our Canvas course by [deadline]. (Add any additional training requirements, including hands-on protocols here.)

*See instructions for* [*Importing the Environmental Health and Safety module into your Canvas course*](https://docs.google.com/document/d/1uj_7Nl7cn96TEo7zQUJSDA57_fWkux75fL8a9LiPDt4/edit?usp=sharing)*. Questions? Contact ehsoffice@sdsu.edu*

# absences

* If you plan to be absent for a religious observance or holiday, notify me by the end of the second week of classes.
* If you are absent more than five days due to illness or injury, you may contact [Student Health Services](http://shs.sdsu.edu/index.asp) for help in communicating your absence.
* If you miss class because you have been diagnosed with or are required to quarantine due to exposure to COVID-19, contact vpsafrontdesk@sdsu.edu to notify the university.

# Course materials

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

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# Course Design: Major Assignments and Assessments

* Provide description of major assignments and assessments.

*Course design suggestion:* To support student success, schedule an assignment or assessment during the first month of the semester. Research suggests that early, frequent “low-stakes” assessment activities produce better outcomes.

*Course design suggestion:* To support student success, incorporate “active learning” assignments. Research shows that hands-on, applied, collaborative, problem-based, and context-relevant assignments engage students and produce better outcomes.

# Course Schedule

* List due dates for major assignments and exams, including the time and date of the final exam from SDSU's Final Exam Schedule. Please avoid scheduling on major religious holidays.

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

# Grading Policies

* Provide policies relating to course grading and final course grades.

*Course design suggestion:* Provide clear criteria for assessing assignment grades. Research shows that students are more likely to succeed in class when explicit assignment instructions and criteria for grading are provided.

*Course design suggestion:* If class size permits, incorporate requirements and activities that reward attendance. Research shows that students who attend class are more likely to succeed.

# Student Learning Outcomes

* Provide 5 - 8 SLOs consistent with purpose / scope of course that specify measurable, assessable knowledge, skills, and abilities.

*Course design suggestion*: List relevant Degree Learning Outcomes for major, accreditation-required outcomes (if any).

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# Academic Honesty

The University adheres to a strict [policy prohibiting cheating and plagiarism](http://go.sdsu.edu/student_affairs/srr/cheating-plagiarism.aspx), including

* 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 coursework 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 policies 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 one's own.
* Using information found from an online or offline source without giving the author credit.
* Replacing words or phrases from another source and inserting one's own words or phrases.

Under CSU policy, instructors must report instances of academic misconduct to the Center for Student Rights and Responsibilities for disciplinary review by the University, which 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.

*If using webcams during exams:* During this course, I may require students to use Respondus Lockdown Browser, or to require web-cam use during course sessions. I will notify students in advance of examinations requiring web-cam use. Students who wish to participate in a recorded course session shall be allowed to turn off their webcam.

# DIVERSITY AND INCLUSION

Consider adding a statement reflecting your commitment to diversity and inclusion.See the CIE’s resource page on[**Diversity and Inclusion Syllabus Statements**](https://sacd.sdsu.edu/cie/cie-resources/syllabus-statements) for ideas.