# Course Syllabus INSTRUCTIONS

## CONSULT APM 241 FOR SYLLABUS REQUIREMENTS

The University Policy on Course Syllabi and Grading (Section 241 in the Academic Policy Manual) is fairly prescriptive, with requirements based on legal considerations, past experience with grade protests, and generally accepted good practice. Prior to preparing your syllabus, it is highly recommended that you consult the University Policy on Syllabi ([APM 241](http://www.fresnostate.edu/academics/facultyaffairs/documents/apm/241.pdf)).

## USE THE TEMPLATE AS A GUIDE

The template is intended to serve as a guide to you as you prepare your class syllabus in accordance with University policies. Please be aware that all instructors are required to provide a syllabus for all of their students. It is strongly recommended the syllabus be provided on the first day of class. The template includes the components required in course syllabi, a few additional suggestions, and questions for you to consider as you prepare for your courses. Optional policies are indicated with a note within the syllabus template. Instructors may use the language provided or use the wording and formatting they prefer. Responses to some items and questions are not required, though they reflect common student concerns and issues that arise at the Student Academic Petitions Committee. Responding to those that apply in the course syllabus has generally been found to be helpful.

## SYLLABUS MUST BE ADA COMPLIANT

Course syllabi shall be distributed in a format that meets the accessibility requirements for students with disabilities. For reference on accessibility requirements, please see the [California State University Accessible Technology Initiative: http://teachingcommons.cdl.edu/access/docs\_multi/wordf2f.shtml](http://teachingcommons.cdl.edu/access/docs_multi/wordf2f.shtml). The following university-approved syllabus template is structured to meet ADA compliance.

Some examples of ADA compliance include:

1. Use appropriate font size (e.g., 12 point)
2. Use appropriate font color (e.g., Text color should have a strong contrast to background color; for example, black on white. Also, do not use color, alone, to convey meaning.)
3. Use tables rather than tabs.
4. Specify column header rows in all tables.
5. When images are used, use alternative text to explain the information provided by the image. Also, images should be formatted in-line with text in the document.
6. Use heading styles to create headings and subheadings.
7. Use Verbosity to ensure readability: Screen readers do not know what the–symbol represents (minus, hyphen, endash or emdash) so screen readers will not read it. It is always a good practice to spell the word and spell out any abbreviations or make a reference to your abbreviation when used for the first time.

## ALSO CONSULT APM 206 FOR ONLINE COURSES

Note: Syllabi of courses in which online instruction replaces part or all of in-class time shall explain the role that technology plays in achieving student learning outcomes and describe how learning activities will be scheduled, including a distinction between synchronous and asynchronous activities. (See [APM 206](http://www.fresnostate.edu/academics/facultyaffairs/forms-policies/apm/200.html))

## DISBURSEMENT AND ARCHIVING OF SYLLABUS

If the syllabus is revised during the semester, all versions must remain available so that students can track changes. It is recommended that faculty require students to acknowledge formally that they have received and reviewed the course syllabus. A print or digital copy of the syllabus and any amendments shall be kept on file in the department office for two years.