# Course Name Syllabus

Spring 2024

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Table of Contents

[Instructor Information 2](#_Toc150436340)

[Course Information 2](#_Toc150436341)

[Required Course Materials 2](#_Toc150436342)

[Course Specifics 2](#_Toc150436343)

[Course Policies & Safety Issues 4](#_Toc150436344)

[University Policies 7](#_Toc150436345)

[University Services 8](#_Toc150436346)

[Subject to Change Statement 9](#_Toc150436347)

[Course Calendar 9](#_Toc150436348)

[Tentative Course Schedule 9](#_Toc150436349)

## Instructor Information

Instructor Name:

Department:

Email / Telephone:

Office:

Student Support Hours: (days/times)

## Course Information

Course Modality: If the course is online, hybrid, or blended, clearly specify as such.

Course ID:

Units:

Class Meeting Location & Time: (zoom link if applicable)

Canvas: fresnostate.instructure.com

Prerequisites:

Course description: Give a brief description of the course (you can copy from catalog if feasible or adapt from the catalog at [catalog.fresnostate.edu](https://catalog.fresnostate.edu/)). In addition, explain how the course fits into the curriculum. Why should a student take the course? Also include course fees, if any. You may wish to include the following statement in this section: It is usually expected that students will spend approximately 2 hours of study time outside of class for every one hour in class. Since this is a \_\_\_\_unit class, you should expect to study an average of \_\_\_\_ hours outside of class each week.

## Required Course Materials

Include required textbooks and any required supplemental academic materials. Also include required equipment for activities if your course has an activity component and any travel requirements of the course.

## Course Specifics

Course goals: Briefly describe what you would like the students to achieve in the course.

Student Learning Outcomes: Learning outcomes may tie to your department/program Student Outcomes Assessment Plan (SOAP) as an integrated part of comprehensive student learning in your program/major. Please be sure to consult your SOAP when preparing this section. In general, learning outcomes are competency-based and measurable, in that they describe exactly what the student must do to demonstrate mastery of course material. Use specific language (e.g., analyze, compare, describe, list, formulate, derive) rather than terms such as “know” and “understand” which may have different meanings for students and instructors. For additional information, please refer to the [departmental SOAP](https://academics.fresnostate.edu/oie/assessment/soap/index.html/html).).

If your course is a General Education (GE) course, a Service-Learning course, or a Writing course, learning outcomes should be listed for them separately (e.g., required writing of 5,000 words of writing for a writing class and 2,000 words of writing for upper division GE courses, requirement for service hours, etc.). Please refer to these policies for details:

Links: [General Education](https://academics.fresnostate.edu/curriculum/general-education/), [Service Learning](https://academics.fresnostate.edu/cesl/servicelearning/facultysl/three/syllabi.html), and [Writing (APM 216)](https://academics.fresnostate.edu/facultyaffairs/documents/apm/216.pdf)

GE Program ePortfolio Requirement for Students and GE SLOs on Syllabi: [APM 215](https://academics.fresnostate.edu/facultyaffairs/documents/apm/215.pdf), Section E Assessment, 2(a) states that "Professors will be required to clearly state on their GE syllabus which assignment(s) correspond to which GE learning outcome(s) in addition to listing the GE learning outcomes for the appropriate area on their syllabus.

If your course is a GE course, in the ePortfolio section of your syllabus, indicate the assignment(s) which students may submit to their ePortfolio. Also indicate which learning outcome(s) each assignment corresponds to. Provide the students with the contact email if they have ePortfolio questions. For example:

GE ePortfolio Assignment. The ePortfolio assignment for this course is \_\_\_\_\_\_\_\_\_\_. Please upload this assignment to your ePortfolio when it is completed. This assignment aligns with Learning Outcome(s) \_\_\_\_\_\_\_\_\_\_.

If you have any questions about your ePortfolio, please email them to [universityassessment@mail.fresnostate.edu](mailto:universityassessment@mail.fresnostate.edu).

Course Requirements/Assignments: In this section, list all required work that makes up the total grade for the course, such as quizzes, exams, homework, paper, service hours, project and presentation, etc. Be sure to specify if attendance and/or participation is required and how it impacts student grades.

Instructions for significant assignments: If your course has a project, a paper, or other significant assignment, please give detailed requirements and instructions on how to complete them, such as length, fonts and/or number of references that must be used for the project/paper.

Attendance: Expectations for attendance must be clearly laid out. This is especially important for hybrid and HyFlex classes. In hybrid classes, the dates that attendance in person is required must be clearly specified on the syllabus. In HyFlex classes, is there a limit on how many days a student may attend virtually? (Note: [APM 241](https://academics.fresnostate.edu/facultyaffairs/documents/apm/241.pdf) requires that all attendance policies be provided to students in the syllabus at the beginning of the semester.)

Grading policy: List how grades are distributed and weighted by assignments to make 100% of the course grade. Your grading policy should include a description of how you calculate grades, if applicable (such as using a grading scale).

Explain exactly how you will calculate the course grades. What will be the point values and weightings for assignments, activities, and examinations? What will be the cut-off points on percent for each grade (e.g., 80 to 89% is B, etc.)? An optional "Assignment and Examination Schedule" with point values may be an efficient way to transmit some of this information (this is only an example for your reference):

A grade of \_\_\_\_ or better is required to pass this class.

Table 1 Assignment and Point Distribution

| **Assignment** | **Points/Percent** |
| --- | --- |
| Exams (x @ y points each) |  |
| Assignment… |  |
|  |  |
|  |  |
|  |  |

Table 2 Distribution of Letter Grade to Percent and Points

| **Letter Grade** | **Percent** | **Points** |
| --- | --- | --- |
| A |  |  |
| B |  |  |
| C |  |  |
| D |  |  |
| F |  |  |

## Course Policies & Safety Issues

Clearly state your own class policies, concerns, or prohibitions, if any (e.g., talking in class, cell phones, chewing gum, tobacco, wearing baseball caps, reading newspapers in class or other distracting behavior, tape-recording the lecture, bringing visitors, children, or guests, etc.). Are students always expected to work independently, or is collaboration sometimes encouraged? Clearly state when students may or may not work together.

Please review [University Policies](http://www.fresnostate.edu/academics/facultyaffairs/policies/apm/index.html) to ensure coherence with any classroom policies and, in particular, the University Policy on Course Syllabi and Grading (APM 241)

You may wish to remind students "If you are absent from class, it is your responsibility to check on announcements made while you were away." If you intend to grade on participation or tardiness, be explicit in explaining how you will do so.

You should make it clear if you allow the use of audio/video recording of course lectures and the general guidelines for usage of electronic devices (Note: federal and state laws on student disability supersede your class policy on access to lecture/material). Also, if you allow recordings of course lectures, you need to make it clear that they are not to be shared with individuals who are not officially registered for the course and that they should be destroyed at the end of the semester.

You may want to include a statement describing appropriate behavior in your classroom, especially if your course includes student discussion of sensitive issues. The [University Policy on Disruptive Classroom Behavior](https://academics.fresnostate.edu/facultyaffairs/documents/apm/419.pdf) is well worth reading and can be found in the Class Schedule and the Academic Policy Manual. In addition to defining disruptive behavior and detailing formal procedures for dealing with it, the policy contains a useful description of the learning environment.

Late work and make-up work policy. Give your make-up work policy due to student absence. Finally, include your late work policy if that is separate from the make-up work policy, and make clear the requirements for attendance at the final examination and the impact on the student’s grade. Please note that APM 232 requires that students be allowed to make up work missed during absences up to a single week for serious and compelling reasons that are documented. Therefore, a policy of “no late work” is out of compliance with the policy. APM 241 requires that these make-up policies be described in the syllabus.

Address safety issues if relevant. (labs, hazardous materials, shops, field work, etc.).

The following sections regarding COVID are subject to change given changing circumstances on-campus and in the community. Please check the [COVID website](https://covid.fresnostate.edu/) for the most up-to-date information

Vaccination: The California State University system strongly recommends the COVID-19 vaccination and booster for all students, faculty, and staff. As a reminder, you are eligible for a booster five (5) months after receiving a final dose of the Pfizer or Moderna vaccine; or two (2) months after receiving a Johnson & Johnson vaccine.

Face Coverings: Fresno State no longer requires masks to be worn indoors, but based on updated guidance from public health experts, the University highly recommends that all students, faculty, and staff, regardless of vaccination status, wear a surgical grade or KN95 mask indoors. Faculty will continue to have the discretion to require face coverings for their in-person classes as they evaluate the health and safety needs of their individual classroom environments.

Testing: The campus was fortunate to receive the Higher Education Emergency Relief (HEERF) Funds during the pandemic and through June 2023 but funds are no longer available. Students will still be able to obtain free kits from the Student Health and Counseling Center. Additionally, free [COVID-19 test](https://www.fresnocountyca.gov/Departments/Public-Health/COVID-19-Testing-Sites) options are offered by the Fresno County Department of Public Health.

Please remember that the same student conduct rules that are used for in-person classroom instruction also apply for virtual/online classrooms. Students are prohibited from any unauthorized recording, dissemination, or publication of any academic presentation, including any online classroom instruction, for any commercial purpose. In addition, students may not record or use virtual/online instruction in any manner that would violate copyright law. Students are to use all online/virtual instruction exclusively for the educational purpose of the online class in which the instruction is being provided. Students may not re-record any online recordings or post any online recordings in any other format (e.g., electronic, video, social media, audio recording, web page, internet, hard paper copy, etc.) for any purpose without the explicit written permission of the faculty member providing the instruction. Exceptions for disability-related accommodations will be addressed by Student Disability Services working in conjunction with the student and faculty member.

The course policies that appear below 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.

Plagiarism Detection: The campus subscribes to Turnitin, a plagiarism prevention service, through Canvas. You will need to submit written assignments to Turnitin. Student work will be used for plagiarism detection and for no other purpose. The student may indicate in writing to the instructor that they refuse to participate in the plagiarism detection process, in which case the instructor can use other electronic means to verify the originality of their work. Turnitin Originality Reports WILL/WILL NOT\* be available for your viewing. \*FACULTY: Please choose for your course WILL or WILL NOT be available for your viewing.

Supplemental Instruction (for courses with Supplemental Instruction, the following statement is recommended by the Learning Center):

Supplemental Instruction (SI) is provided for all students enrolled in this course who want to improve their understanding of the material. SI sessions are led by a student who has already mastered the course material and been trained to facilitate group sessions where students can meet to compare class notes, review and discuss important concepts, develop strategies for studying, and prepare for exams. The SI leader attends this class and communicates regularly with the instructor to ensure that accurate information is given. Attendance at SI sessions is free and voluntary for any student enrolled in this course. Students may attend as many times as they choose.

The Supplemental Instruction (SI) leader and SI schedule for this class are below:

Name:

Email:

SI sessions schedule:

Dispute Resolution: If there are questions or concerns that you have about this course that you and I are not able to resolve, please feel free to contact the Chair of the department to discuss the matter.

Chair's name

Department name

Chair's email

Department phone number

Intellectual Property: All course materials, including but not limited to the syllabus, readings, quiz questions, exam questions, and assignments prepared by the instructor are property of the instructor and University. Students are prohibited from posting course materials online (e.g., Course Hero) and from selling course materials to or being paid for providing materials to any person or commercial firm without the express written permission of the professor teaching this course. Doing so will constitute both an academic integrity violation and a copyright violation. Audio and video recordings of class lectures as well as images of chat or messages shared during course sessions are prohibited unless I give you explicit permission in advance. Students with an official letter from the Services for Students with Disabilities office may record the class if SSD has approved that service. Otherwise, recordings of lectures are included in the intellectual property notice described above. These provisions exist regardless of the modality of the course. That is they apply to in-person, hybrid and online courses.

Student Ratings of Instruction: In the final weeks of the semester, you will be asked to complete a short survey to provide feedback about this class. The primary goal of student ratings is to help your instructor improve the class. Feedback will also be reviewed by the department chair and the college dean. You will be given 15 minutes of class time to complete student ratings. Please offer feedback honestly and thoughtfully. Your participation is appreciated. You can access your student rating surveys and get more information at [Fresno State Student Ratings for Instruction (SRI)](https://sites.google.com/mail.fresnostate.edu/fresno-state-sri/home)

## University Policies

Students with Disabilities: Upon identifying themselves to the instructor and the university, students with disabilities will receive reasonable accommodation for learning and evaluation. For more information, contact Services to Students with Disabilities in the University Library, Room 1202 (278-2811).

### The following University policies can be found on the web at:

* [Adding and Dropping Classes](http://www.fresnostate.edu/academics/facultyaffairs/documents/apm/231.pdf)
* [Cheating and Plagiarism](http://www.fresnostate.edu/academics/facultyaffairs/documents/apm/235.pdf)
* [Computers](https://academics.fresnostate.edu/facultyaffairs/documents/apm/622.pdf)
* [Copyright Policy](https://www.fresnostate.edu/copyright.html)
* [Disruptive Classroom Behavior](http://www.fresnostate.edu/academics/facultyaffairs/documents/apm/419.pdf)
* [Honor Code](http://fresnostate.edu/academics/facultyaffairs/documents/apm/236_000.pdf)
* [Title IX](https://titleix.fresnostate.edu/index.html/index.html)

Fresno State is committed to fostering a safe, productive learning environment for all students. Title IX and CSU policy prohibit discrimination on the basis of sex, which includes sexual harassment, domestic and dating violence, sexual assault, sexual exploitation, and stalking. We understand that sexual violence can undermine students’ academic success and we encourage students who have experienced some form of sexual misconduct to access appropriate resources so they can get the support they need and deserve.

As an instructor, I have a mandatory reporting responsibility as a part of my role. It is my goal that you feel comfortable sharing information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep the information you share private to the greatest extent possible. However, I am required to report information I receive regarding sexual misconduct or information about a crime that may have occurred during your time at Fresno State.

Students can report incidents of alleged sexual misconduct to either or both of the following resources:

Title IX and Clery Compliance Office | [titleix.fresnostate.edu](https://titleix.fresnostate.edu/index.html/index.html) | 559.278.5003

Fresno State Police Department | [fresnostate.edu/police](https://adminfinance.fresnostate.edu/police/) | 559.278.8400

Students can access confidential support from two separate resources on campus:

Survivor Advocates | [fresnostate.edu/survivoradvocate](https://studentaffairs.fresnostate.edu/survivoradvocate/) | 559.278.6796

Counseling Services | [fresnostate.edu/health/counseling](https://studentaffairs.fresnostate.edu/health/counseling/) | 559.278.2734

If you have concerns and you are unsure who to contact, please visit the [Concern & Action Guide](https://titleix.fresnostate.edu/documents/concern-action-guide.pdf).

Emergency Information**:** In the event of an emergency, everyone in the campus community becomes a partner in the response. To ensure you are prepared and remain calm you must make yourself familiar with campus protocols. To contact the Fresno State Police Department call 559.278.8400 from your cell phone or 911 from a campus phone. Prior to an emergency, assess your environment for options depending on the emergency. Identify all possible exit routes, in an emergency always use the closest most safe exit. Once you exit the building go to the predetermined evacuation assembly point, if that is unavailable then go to an open safe space away from the emergency. Identify where and how you can secure yourself inside if you need to shelter in place or hide from a threat. Be prepared to help guide those around you and assist individuals who may be in need. Additional information can be found at [www.fresnostate.edu/emergency](http://www.fresnostate.edu/emergency)

## University Services

The following University services can be found on the web at:

* [Associated Students, Inc.](https://asi.fresnostate.edu/)
* [Students with Disabilities](http://fresnostate.edu/studentaffairs/ssd/)
* [Dream Success Center](http://fresnostate.edu/studentaffairs/dsc/index.html)
* [Library](https://library.fresnostate.edu/)
* [Learning Center Information](http://fresnostate.edu/studentaffairs/lrc)
* [Student Health and Counseling Center](https://www.fresnostate.edu/studentaffairs/health/)
* [SupportNet](https://studentaffairs.fresnostate.edu/lrc/supportnet/index.html)
* [Survivor Advocacy](https://studentaffairs.fresnostate.edu/survivoradvocate/)
* [Writing Center](http://www.fresnostate.edu/artshum/writingcenter/)

## Subject to Change Statement

This syllabus and schedule are subject to change in the event of extenuating circumstances.

## Course Calendar

The calendar should include projected dates, topics covered, deadlines, and/or periods of time for readings, field trips, projects, exam dates (including the date and time of the final exam) and assignment due dates. The following statement is suggested to footnote the calendar: “The course schedule is subject to change in the event of extenuating circumstances.”

If you plan to give your exam online or not to meet in class on the final exam day, please explicitly inform students in your syllabus. You also need to address a memo to that effect to your department chair and dean.

## Tentative Course Schedule

(May be given as a separate document)

Following are schedules showing class meeting dates for Spring 2024 for Monday and Wednesday courses, Monday, Wednesday, and Friday courses, and Tuesday and Thursday courses.

Table 3 Spring 2024 Tentative Course Schedule: Monday, Wednesday, Friday Courses

| Day | Date | Topic | Reading Assignment |
| --- | --- | --- | --- |
| 1 | Fri., Jan 19 |  |  |
| 2 | Mon., Jan 22 |  |  |
| 3 | Wed., Jan 24 |  |  |
| 4 | Fri., Jan 26 |  |  |
| 5 | Mon., Jan 29 |  |  |
| 6 | Wed., Jan 31 |  |  |
| 7 | Fri., Feb 2 |  |  |
| 8 | Mon., Feb 5 |  |  |
| 9 | Wed., Feb 7 |  |  |
| 10 | Fri., Feb 9 |  |  |
| 11 | Mon., Feb 12 |  |  |
| 12 | Wed., Feb 14 |  |  |
| 13 | Fri., Feb 16 |  |  |
| N/A | Mon., Feb 19 | Holiday, President’s Day |  |
| 14 | Wed., Feb 21 |  |  |
| 15 | Fri., Feb 23 |  |  |
| 16 | Mon., Feb 26 |  |  |
| 17 | Wed., Feb 28 |  |  |
| 18 | Fri., Mar 1 |  |  |
| 19 | Mon., Mar 4 |  |  |
| 20 | Wed., Mar 6 |  |  |
| 21 | Fri., Mar 8 |  |  |
| 22 | Mon., Mar 11 |  |  |
| 23 | Wed., Mar 13 |  |  |
| 24 | Fri., Mar 15 |  |  |
| 25 | Mon., Mar 18 |  |  |
| 26 | Wed., Mar 20 |  |  |
| 27 | Fri., Mar 22 |  |  |
| N/A | Mon., Mar 25 | Spring Break |  |
| N/A | Wed., Mar 27 | Spring Break |  |
| N/A | Fri., Mar 29 | Spring Break |  |
| N/A | Mon., Apr 1 | Holiday, Cesar Chavez Day |  |
| 28 | Wed., Apr 3 |  |  |
| 29 | Fri., Apr 5 |  |  |
| 30 | Mon., Apr 8 |  |  |
| 31 | Wed., Apr 10 |  |  |
| 32 | Fri., Apr 12 |  |  |
| 33 | Mon., Apr 15 |  |  |
| 34 | Wed., Apr 17 |  |  |
| 35 | Fri., Apr 19 |  |  |
| 36 | Mon., Apr 22 |  |  |
| 37 | Wed., Apr 24 |  |  |
| 38 | Fri., Apr 26 |  |  |
| 39 | Mon., Apr 29 |  |  |
| 40 | Wed., May 1 |  |  |
| 41 | Fri., May 3 |  |  |
| 42 | Mon., May 6 |  |  |
| 43 | Wed., May 8 | Last Day of Instruction |  |

Table 4 Finals Week Schedule, M, W,F courses

| Finals week | Days | Dates |
| --- | --- | --- |
| Final Exam Preparation & Faculty Consultation Days: | Thursday and Friday | May 9 and 10 |
| Final Semester Examinations | Monday – Thursday | May 13 to 16 |
| Final Exam in this course |  |  |

Table 5 Spring 2024 Tentative Course Schedule: Tuesday, Thursday Courses

| Day | Date | Topic | Reading Assignment |
| --- | --- | --- | --- |
| 1 | Thurs., Jan 18 |  |  |
| 2 | Tues., Jan 23 |  |  |
| 3 | Thurs., Jan 25 |  |  |
| 4 | Tues., Jan 30 |  |  |
| 5 | Thurs., Feb 1 |  |  |
| 6 | Tues., Feb 6 |  |  |
| 7 | Thurs., Feb 8 |  |  |
| 8 | Tues., Feb 13 |  |  |
| 9 | Thurs., Feb 15 |  |  |
| 10 | Tues., Feb 20 |  |  |
| 11 | Thurs., Feb 22 |  |  |
| 12 | Tues., Feb 27 |  |  |
| 13 | Thurs., Feb 29 |  |  |
| 14 | Tues., Mar 5 |  |  |
| 15 | Thurs., Mar 7 |  |  |
| 16 | Tues., Mar 12 |  |  |
| 17 | Thurs., Mar 14 |  |  |
| 18 | Tues., Mar 19 |  |  |
| 19 | Thurs., Mar 21 |  |  |
| N/A | Tues., Mar 26 | Spring Break |  |
| N/A | Thurs., Mar 28 | Spring Break |  |
| 20 | Tues., Apr 2 |  |  |
| 21 | Thurs., Apr 4 |  |  |
| 22 | Tues., Apr 9 |  |  |
| 23 | Thurs., Apr 11 |  |  |
| 24 | Tues., Apr 16 |  |  |
| 25 | Thurs., Apr 18 |  |  |
| 26 | Tues., Apr 23 |  |  |
| 27 | Thurs., Apr 25 |  |  |
| 28 | Tues., Apr 30 |  |  |
| 29 | Thurs., May 2 |  |  |
| 30 | Tues., May 7 | Last Day of Instruction |  |

Table 6 Finals Week Schedule

| Finals week | Days | Dates |
| --- | --- | --- |
| Final Exam Preparation & Faculty Consultation Days: | Thursday and Friday | May 9 and 10 |
| Final Semester Examinations | Monday – Thursday | May 13 to 16 |
| Final Exam in this course |  |  |

Table 7 Spring 2024 Tentative Course Schedule: Monday, Wednesday Courses

| Day | Date | Topic | Reading Assignment |
| --- | --- | --- | --- |
| 1 | Mon., Jan 22 |  |  |
| 2 | Wed., Jan 24 |  |  |
| 3 | Mon., Jan 29 |  |  |
| 4 | Wed., Jan 31 |  |  |
| 5 | Mon., Feb 5 |  |  |
| 6 | Wed., Feb 7 |  |  |
| 7 | Mon., Feb 12 |  |  |
| 8 | Wed., Feb 14 |  |  |
| N/A | Mon., Feb 19 | Holiday, President’s Day |  |
| 9 | Wed., Feb 21 |  |  |
| 10 | Mon., Feb 26 |  |  |
| 11 | Wed., Feb 28 |  |  |
| 12 | Mon., Mar 4 |  |  |
| 13 | Wed., Mar 6 |  |  |
| 14 | Mon., Mar 11 |  |  |
| 15 | Wed., Mar 13 |  |  |
| 16 | Mon., Mar 18 |  |  |
| 17 | Wed., Mar 20 |  |  |
| N/A | Mon., Mar 25 | Spring Break |  |
| N/A | Wed., Mar 27 | Spring Break |  |
| N/A | Mon., Apr 1 | Holiday, Cesar Chavez Day |  |
| 18 | Wed., Apr 3 |  |  |
| 19 | Mon., Apr 8 |  |  |
| 20 | Wed., Apr 10 |  |  |
| 21 | Mon., Apr 15 |  |  |
| 22 | Wed., Apr 17 |  |  |
| 23 | Mon., Apr 22 |  |  |
| 24 | Wed., Apr 24 |  |  |
| 25 | Mon., Apr 29 |  |  |
| 26 | Wed., May 1 |  |  |
| 27 | Mon., May 6 |  |  |
| 28 | Wed., May 8 | Last Day of Instruction |  |

Table 8 Finals Week Schedule

| Finals week | Days | Dates |
| --- | --- | --- |
| Final Exam Preparation & Faculty Consultation Days: | Thursday and Friday | May 9 and 10 |
| Final Semester Examinations | Monday – Thursday | May 13 to 16 |
| Final Exam in this course |  |  |