

CATALOG # AND NAME OF COURSE HERE

College Name & Department Name Here

Optional Brief Description of Course/Name here

Instructor Name, title, preferred pronouns

Office location, telephone, Email, Office Hours

Anticipated Time and Day of Course, ZOOM link if applicable

Anticipated Semesters (fall, spring, summer, winter)

Anticipated Delivery Method-face to face, hybrid, synchronous/asynchronous

Course Description (verbatim per catalog):

Place the Catalog Course Description verbatim here. (note requirements on formatting) Be sure to match what is indicated on the Form A and indicate if there are changes. Pre-requisite: Co-requisite: # Units, course type, course format-CS#, GE Area if applicable

Course Goals:

Optional summary of course, better description of course than catalog...

Student Learning Objectives:

The course level objectives for this course are that students will be able to:

1. CLO 1-remember to use a measurable verb, remember to match what is indicated on Form A
2. CLO 2-
3. CLO 3-

Course Materials (readings, supplies, technology):

List required texts and materials including technology requirements (hardware, software, printing) and how to access coursework. For example, by including the statement: "Links to required readings and videos can be found in Canvas."

Assignments and Grading:

Include here:

Description of the grading system: i.e.) description of major assignments, weight of components, bonus points, grading on a curve. Any minimum requirements for a passing grade: i.e.) number of assignments completed, minimum scores on exams, final assignment grade etc. Options for variable units and a clear set of expectations if this is the case.

Grade Scale: (confirm with your department)

Percentage	Letter Grade	Percentage	Letter Grade
100-94%	A	76-73%	C
93-90%	A-	72-70%	C-
89-87%	B+	69-67%	D+
86-83%	B	66-63%	D
82-80%	B-	62-60%	D-
79-77%	C+	59% and below	F

Grading Categories: (corresponding to assessment strategies on Form A)

Module/Unit	Graded Activity/Assessment strategy	Points
M0	M0- Meet and Share Google Slides Discussion	4
M..	Example text	example
	TOTAL	100

Attendance:

Include department attendance policy here and any other policy on late arrivals or make-up work and exams.

Office Hours/ Open Door Policy:

Sample language: If you have any personal questions, concerns about your grade, concerns about the class, want to chat, or for any other reason need to speak with me, please reach out by email. If you are not available during the listed times, please email me and we can arrange another time to meet. I will try to respond to your email within 48 hours.

Policies and Support Systems:

Include your policy on cell phone and laptop use in the classroom and/or your policy on recording class sessions and use of a web cam. Modify information to fit the modality of the course.

Include information on required field trips, course fees, PPE, safety training, unique obligations etc. as they apply to the course. Modify the information to fit the modality of the course.

Include the following REQUIRED statements and links (per University Syllabus Policy):

1. <https://www.csus.edu/student-affairs/centers-programs/disability-access-center/>
 “Sacramento State is committed to ensuring an accessible learning environment where course or instructional content are usable by all students and faculty. If you believe that you require disability-related academic adjustments for this class (including pregnancy-related disabilities), please immediately contact Disability Access Center (DAC) to discuss eligibility. A current accommodation letter from DAC is required before any modifications, above and beyond what is otherwise available for all other students in this class will be provided. Please be advised that disability-related academic adjustments are not retroactive. DAC is located on the first floor of Lassen Hall 1008. Phone is 916-278-6955 and e-mail is dac@csus.edu. For a complete listing of services and current business hours visit the [Disability Access Center Website](#).
2. [Student, Health, Counseling, & Wellness Services](#)
 “Your physical and mental health are important to your success as a college student. Student Health, Counseling, & Wellness Services in The WELL offers medical, counseling, and wellness services to help you get and stay healthy during your time at Sac State. SHCWS offers: Primary Care medical services, including sexual and reproductive healthcare, transgender care, and immunizations; urgent care for acute illness, injuries, and urgent counseling needs; pharmacy for prescriptions and over-the-counter products; mental health counseling, including individual sessions, group counseling, support groups, mindfulness training, and peer counseling; athletic training for sports injury rehabilitation; wellness services, including nutrition counseling, peer led health education and wellness workshops, and free safer sex supplies; violence and sexual assault support services. Most services are covered by the Health Services fee and available at no additional cost.”
3. [Crisis Assistance & Resource Education Support \(CARES\)](#)
 “If you are experiencing challenges with food, housing, financial or other unique circumstances that are impacting your education, help is just a phone call or email away. The CARES office provides case management support for any enrolled student.
4. [Link to University Policy Manual Page for Academic Honesty Policy and Procedures](#) and [Link to CSUS Campus Library Webpage on Plagiarism](#) Include a note about what constitutes plagiarism and academic honesty as it pertains to this course.

Suggested language:

Faculty Syllabus statement on ChatGPT:

In accordance with university policy, disruptive behavior in the classroom will not be tolerated. Disruptive behavior is defined as any actions that interfere with the process of teaching and learning. If behavior is perceived to be disruptive, you will be informed that your actions are disruptive and asked to cease the behavior. If the behavior continues, you may be dismissed from the class and referred to the Office of Student Conduct. If you fail to leave the class, the University Police Department may provide assistance. As a student, it is important to understand and abide by these policies in order to maintain a positive and productive classroom environment. The full policy can be found here:

<https://www.csus.edu/umannual/student/stu-0112.htm>

Statement for Disruption:

1. *At Sacramento State, academic dishonesty is a serious offense, a violation of the Student Conduct Code(<https://www.csus.edu/umannual/student/ums16150.htm>), and will not be tolerated. Academic dishonesty is defined as any act of cheating or plagiarism, including the use of artificial intelligence or ChatGPT to generate or complete work. All students are expected to be familiar with and adhere to the Academic Honesty Policy as outlined in the Academic*

Honesty Policy (<https://www.csus.edu/umannual/student/stu-100.htm>). Violations of the policy will result in disciplinary action and/or academic sanctions. Academic sanctions may include an oral reprimand, reduction in an assigned grade or failing grade, or a referral for administrative/disciplinary sanctions.

Syllabi Recommended Elements (per University Syllabus Policy)

In addition to the required components, it is recommended that faculty include the following components within their course syllabi. You might also consider including a diversity statement and links to our campus DEI resources to communicate your support for all students.

- A. **Faculty expectations of students related to communication, feedback, emergency information.**
 1. Faculty may wish to announce to students or include a statement such as the following: “If a faculty member is not available during the semester, students will be contacted and advised how the course will proceed. This may include a change in instructor or modality.”

- B. **The approved [Title IX](#) language.**

“The University requires faculty and staff to report any personal disclosures of sexual misconduct including rape, dating/domestic violence and stalking to the Title IX Coordinator. Students who do not wish to report their experience to me or the Title IX Coordinator may speak to someone confidentially by contacting Student Health and Counseling Services.”

- C. **Links to campus policies related to student academics such as:**
 1. [Drop and Withdrawal Policy](#)
 2. [Grading Policy](#)

- D. **Links to campus resources, such as:**
 1. [Academic Advising](#)
 2. [Information Resources and Technology](#)
 3. [Support Centers and Programs](#)
 4. [Reading & Writing Center](#)
 5. [Student Conduct](#)

Weekly Course Schedule

Week	Date	Module	Description
Week 1	Tues 9/1	M0	Welcome to Studio Discussion
Week 2	Thurs 12/10	M4	Meetings Group 3/4

Final Exam Date and Time TBD