**Example Course Syllabus Template for Cal State East Bay Faculty**

*This “template” follows the* [*Revised Policy on Course Syllabus*](https://drive.google.com/file/d/1Hqcj1fToTqcC7PYvWkkd-mRx1QZyno-Z/view) *and also provides some example language. You are encouraged to customize it and add additional content/images. After customizing this syllabus for your course, convert it to a pdf before uploading into Canvas.*

*Note:* ***Bolded items in the template indicate a requirement listed in the Revised Policy on Course Syllabus.***

**Contact Information**

* **Name of instructor**
* **Office location (physical and/or virtual)**
* **Office hours (physical or/or virtual)**
* **Telephone number**
* **@csueastbay.edu email**

| (Stock photo, Microsoft Powerpoint) | Instructor: Prof. \_\_\_\_\_\_\_  Contact Information:  Email: yourname@csueastbay.edu  Office: XXXXX  Office phone: 510-885-XXXX  Office Hours: Day/Time, modality (i.e., in person, online), Zoom link (if needed) |
| --- | --- |

Communicating with the Instructor

**Provide the student with a clear understanding of how you will communicate throughout the course (i.e., announcements, discussion boards, email, Slack). List the various ways a student may contact you and your response policy. Also, provide a statement on how and when feedback will be given on graded student work.**

Example Communication Language:

If you have a general question about the course, you can either post your question to the General Discussion or send me a direct email. I will normally respond to your email within 48 hours and often sooner. I am also happy to meet with you via Zoom or in person during my office hours.

Example Grading Language:

I strive to stay current with grading assignments and exams, and normally have all work graded and posted in Canvas (including feedback) within one week.

Example language for Changes in Course Schedule:

If there are any changes to the course schedule, I will announce them in class and in Canvas.

**Course Information**

| **Course Information**   * **Course number, section, and title** * **Classroom location (physical and/or virtual)** * **Class modality (e.g., web online asynchronous, web online synchronous, web online synch-dual teaching) and meeting time (including final exam), if applicable** * **Number of units** * **Prerequisites or corequisites (if applicable)** * **Course description** * **Student learning outcomes course title, description, and learning outcomes must match what is in the University Catalog. If the course meets the learning outcomes for one or more breadth requirements , the student learning outcomes for the appropriate area(s) of breadth (including GE) must be clearly stated on the syllabus each time the course is taught. This will alert students and any new instructors that the course carries breadth credit.** |
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Example Student Learning Outcomes:

Student Learning Outcomes - Upon successful completion of this course students will be able to:

1. Critically analyze ancient history through primary and secondary sources, art, architecture, and archaeology.
2. Compare and contrast various ancient cultures through the lens of sustainability
3. Utilize basic analytic concepts for assembling, organizing, and interpreting historical evidence, and achieve digital literacy in accessing and presenting historical materials
4. Create scholarship through the use of digital tools
5. Compare and contrast what happened in the ancient world with what is happening today
6. Write and speak clearly and persuasively about historical topic of Sustainability.

**Course Materials**

* **Required and/or recommended texts**
* **Any other required and/or recommended materials**
* **Student-supplied equipment and materials necessary for course activities**

**Technical Requirements**

* **Specific technical/application requirements needed for the class (e.g., Zoom)**
* **Technical support information (e.g., orientation, training, help with technical problems)**

**Course Requirements**

* **Required assignments such as examinations, quizzes, papers, field trips, and labs**
* **Course outline with due dates for key assignments**

**Course Schedule**

| **Week** | **Course Topics and Work Due** | **Due Date** |
| --- | --- | --- |
| 1 | Class starts XXXXX |  |
| 2 | Topic X  Assignment due on X topic |  |
| 3 | Topic X  Assignment due on X topic |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |
| 15 |  |  |
| 16 | Final Exam Week |  |

**Course Policies**

* **Assessment/grading policy, including the relative weight of examinations, quizzes, papers, class participation, and other graded components of the course, the grading scale, dates and types of assessment, how grades will be determined**
* **Attendance policy as applicable**
* **Late work/make-up work/extra credit policies and implications for assessment/grading**

Example Grading and Language:

| **Points** | **Items** |
| --- | --- |
| XX | 10 Chapter Exams/Quizzes @ X points each |
| XX | 10 Discussion forums: @ X points each |
| XX | 3 Writing assignments @ X points each |
| XX | 1 class project @ x points |
| XX | Total |

Each student’s final grade is calculated on a 150 point system, with letter grades assigned according to a standard grading scale (A = 150-140; A- = 139-135; B+ = 134, B = 133-125; B - = 124 - 120; C+ = 119; C = 118 to 110; C- = 109 - 105; D+ 104; D = 103 – 95; D - = 94- 90; F= 89 and below).

Please check your own grades in Canvas periodically and email me directly if you believe there has been an error.

If you are having difficulties (illness, family emergency) please contact me as soon as possible so that we can adjust impacted due-dates. If you need further explanation regarding any aspect of the course please reach out directly to me. I am here to help.

**Student Services**

**(include the required statement below)**

**To access student services offered at Cal State East Bay, click on the MyCompass to get you to your one-stop online student support hub for information on academic advising, tutoring, financial aid, the library, the health center, technology support, career counseling, campus life, equity programs, and more.**

**Grade Appeal and Academic Grievances**

**(include the required statement below)**

**If you wish to appeal your course grade at the end of the semester or have other academic concerns related to a course, please visit the Grade Appeals and Academic Grievances (GAAG) section of the catalog, which explains the process. URL:** [**https://catalog.csueastbay.edu/index.php?catoid=31**](https://catalog.csueastbay.edu/index.php?catoid=31)

**Faculty also are encouraged to include additional items such as:**

Land Acknowledgement (short version or long version)

Class ground rules for discussion and etiquette (created by instructor or in collaboration with students)

Policies regarding audio and video recording and use of electronic devices

Department resources (*e.g.*, equipment check out) and/or policies (*e.g*., DEI statement)

Classroom food and drink policies

Commitment to inclusive and accessible teaching and learning

Statement on pregnancy, childbirth, and breastfeeding

East Bay Cares information

Immigration Legal Services information