**Stanislaus State**

{Insert School/Department}

# Course Information

{Insert Course Number, Title, Section, Semester and Year}

|  |  |
| --- | --- |
| Instructor: |  |
| Office location: |  |
| Telephone: |  |
| E-mail: |  |
| Office hours: |  |
| Class days and times: |  |
| Classroom: |  |
| Prerequisites: |  |

## Course Usage of Blackboard Learn

Copies of the course syllabus and major assignments may be found on Blackboard Learn. You are responsible for regularly checking the online resources, which is accessed through the [Stanislaus State Blackboard portal](https://www.csustan.edu/blackboard). [Insert applicable information regarding your online resources, and expectations for how students will use the system.]

# Objectives

## Course Description and Goals

Insert course description, catalog and/or departmental description here.

## Student Learning Objectives

Objectives must be measurable, specific, and time-related.

Course Content Learning Outcomes
Upon successful completion of this course, students will be able to:

LO1…

LO2…

# Required Texts/Readings (note where available)

## Textbook

## (Instructional materials should be identified six weeks before the start of the semester so that students with disabilities can receive accessible versions of the textbooks and other materials. Contact DRS and the bookstore for more information on accessible materials.)

List textbook and any other required and recommended reading materials here. For textbooks, include the full citation and ISBN numbers.

## Other readings

Include as necessary, alter heading, or delete this paragraph and heading

## Other equipment requirements

Include as necessary, alter heading, or delete this paragraph and heading

# Academic Policies & Procedures

## Classroom Protocol

Note expectations for participations, attendance, arrival times, behavior, safety, cell phone use, etc.

## Dropping and Adding

You are responsible for understanding the policies and procedures about add/drops, academic renewal, etc., found in the [Stanislaus State Academic Catalog](http://catalog.csustan.edu/). You should be aware of the new deadlines and penalties for adding and dropping classes.

## Important Dates

Add Classes deadline:

Drop Classes deadline:

Academic calendars are available on the [Human Resources website](https://www.csustan.edu/hr).

Accessible/text-based academic calendars are available on the [Accessible Technology Initiative website](https://www.csustan.edu/accessible-technology-initiative/resources-training-accessible-documents).

## Assignments and Grading Policy

Enumerate and briefly describe assignments for the course and indicate alignment with learning outcomes. Include information about due dates and assignment weights. Specify grading policies including how grades are determined, what grades are possible, whether extra credit are available, what the penalty is for late or missed word and what constitutes a passing grade for the course.

## Academic Integrity

Students are expected to be familiar with the University’s Academic Integrity Policy. Your own commitment to learning, as evidenced by your enrollment at Stanislaus State, and the University’s Academic Integrity Policy requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the Office of Judicial Affairs. The policy on academic integrity and other resources related to student conduct can be found on the [Academic Policies, Procedures, and Standards](http://catalog.csustan.edu/content.php?catoid=18&navoid=1021) website...

# Americans with Disabilities Act

## Disability Statement

If you need course adaptations or accommodations because of a disability or chronic illness, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours.

Please also contact Disability Resource Services (DRS) as they are the designated department responsible for approving and coordinating reasonable accommodations and services for students with disabilities. DRS will help you understand your rights and responsibilities under the Americans with Disabilities Act and provide you further assistance with requesting and arranging accommodations.

[**Disability Resource Services**](https://www.csustan.edu/disability-resource-services) (209) 667-3159

Library Room L165

DRS@csustan.edu

# Course Schedule (Course title and number)

*(Note: subject to change with fair notice.) List the agenda for the semester including when and where the final exam will be held.*

| Week | Date | Topics, Readings, Assignments, Deadlines |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |
| 15 |  |  |
| 16 |  |  |
| 17 |  |  |

### Student Resources (Optional)

## Library

The [Library](http://library.csustan.edu) at Stanislaus State provides many services including computers for student use, course reserve materials, reference, and research materials. Printing is available along with quiet study areas. The Library has an assistive technology available for students enrolled in DRS. You may contact the Library [Reference Desk](http://library.csustan.edu/ask) at (209) 667-3233. Library [liaisons](http://library.csustan.edu/general_information/liaison.htm) are available for each department.

## Computer Labs

A computer lab for student use is located in the [Library](http://library.csustan.edu/), Room L145 and [additional computer labs](https://www.csustan.edu/oit/computer-labs) may be available to students in your department or college.

## OIT Support Services

You can get help using your computer from the Office of Information Technology (OIT) Technology Support Desk in the first floor of the Library, L150. You may contact them by calling (209) 667-3687 or email TechSupport@csustan.edu.

## Student Services

Student services are designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. Students can find support for services such as skills assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. Student services information can be found on the [current student’s page of the Stanislaus State web site](https://www.csustan.edu/students)

## Lynda.com

[Lynda.com](https://www.csustan.edu/lynda) is a leading online learning platform that helps anyone learn business, software, technology and creative skills to achieve personal and professional goals. Students, staff, and faculty at Stanislaus State have free access to the Lynda.com video library of engaging, top-quality courses taught by recognized industry experts. Log in via the [campus portal](https://www.csustan.edu/lynda).

## Tutoring Center

The [Tutoring Center](https://www.csustan.edu/tutoring-center) provides academic support to all Stanislaus State students. Our goal is to create an open atmosphere of learning, with the purpose of encouraging dialogue among students in order to share techniques for academic success. The Tutoring Center offers free one-on-one and group tutoring in most disciplines, at all levels of proficiency. The Tutoring Center is located in the Library, Room L112. Call (209) 667-3642 for more information.

## Writing Center

The [Writing Center](file:////Users/bobkG4/Downloads/The%20Writing%20Center%20works%20collaboratively%20with%20undergraduates%20and%20graduate%20students%20to%20help%20them%20develop%20and%20craft%20their%20writing.%20%20Tutors%20help%20writers%20approach%20their%20writing%20assignments%20and%20develop%20their%20own%20writing%20process.%20%20Usually%2C%20tutors%20first%20help%20writers%20address%20larger%20issues%2C%20such%20as%20focus%2C%20organization%2C%20and%20development%3B%20then%2C%20tutors%20assist%20writers%20with%20sentence-level%20issues%2C%20such%20as%20grammar%2C%20punctuation%2C%20and%20diction.%20%20Writing%20Center%20tutors%20do%20not%20proofread%20or%20edit%20student%20papers.%20%20Instead%2C%20tutors%20work%20with%20each%20student%20to%20develop%20his/her%20own%20writing%20process%20and%20revision%20skills.) works collaboratively with undergraduates and graduate students to help them develop and craft their writing.  Writing Center tutors do not proofread or edit student papers.  Instead, tutors work with each student to develop his/her own writing process and revision skills. The Writing Center is located in the Library, Room L112. Call (209) 667-3465 for more information.

## Psychological Counseling Services

[Psychological Counseling Services](https://www.csustan.edu/counseling) provides professional, ethical, and confidential psychological counseling to students. Additionally, Psychological Counseling Services offers workshops, outreach, and consultation. Psychological Counselors assist students to develop cognitive and emotional integration, relationship skills, and personal resilience. Psychological Counseling Services is located in the Library, Room L185. Call (209) 667-3381 for more information.

## Student Health Center

The [Student Health Center](https://www.csustan.edu/health-center/about) (SHC) is a fully accredited outpatient clinic that provides primary medical care, health education, wellness promotion, and disease prevention. The facility is equipped with eight up-to-date examination rooms, a pharmacy, a clinical laboratory, a medical library, a minor surgery room, and two infirmary (short stay) rooms. Most services are provided at low cost or no cost. The SHC is funded solely by the Stanislaus State student health fee. The SHC is located in building #29 ([see map](https://www.csustan.edu/campus-maps)). Call (209) 667-3396 for more information.

## Disability Resource Services

[Disability Resource Services (DRS)](https://www.csustan.edu/disability-resource-services) staff coordinate with students and faculty to provide reasonable accommodations and services for students with physical and/or mental disabilities. Reasonable accommodations may include testing accommodations, cart service, assistive technology, conversion of instructional materials to an accessible format, oral or sign language interpreters, note taking services, or real-time captioning services, or other accommodations. DRS is located in the Library, Room L165. Call (209) 667-3159 for more information.