DELETE THIS PAGE 1 INSTRUCTIONS AFTER COMPLETING YOUR SYLLABUS

# How to Use This Template to Update Your Previous Syllabus

This template meets the SSU [Syllabus Policy https://policies.sonoma.edu/policies/syllabus](https://policies.sonoma.edu/policies/syllabus). Items that are optional are designated as such within the template. Information in parentheses are items that you need to insert or replace.

## First Step: Save the template

1. Check [SSU’s Accessibility website http://accessibility.sonoma.edu/accessible-syllabus-template](http://accessibility.sonoma.edu/accessible-syllabus-template) to ensure you have the latest version of this file.
2. Save this template on your desktop.
3. Under the File menu select Properties
	1. Change Author to your Name
	2. Change Title to your Course Title

## Second Step: Add your syllabus information to the template

There are two simple methods to create your new accessible syllabus with this template.

### Direct Input Method

1. Highlight (select) the text in the Template that you want to change and type directly over it. Text in the template will be replaced.

### Copy and Paste Method

You can transfer text from your previous syllabus to this template with the Copy and Paste functions in Word.

1. Open both your previous syllabus and this template in Word.
2. In your previous syllabus, copy the text that you want to transfer. *This works best if you copy one paragraph, heading or list at a time. Copying and pasting more than this may result in loss of accessible formatting.*
3. In the template, highlight the corresponding text that you want to replace.
4. Paste your copied text over the highlighted text in the new template.
5. A Paste function icon will appear next to the copied text. 
6. Click on the downward arrow in this icon and choose the “Match Destination Formatting” (MAC) or the “Merge Formatting (M)” (PC) option in the pull-down list. This is a Mac Screenshot , and a PC screenshot  of these options.
7. The Style and Formatting of the pasted text will conform to the template’s style.

## Adding Hyperlinks (URLs)

When creating hyperlinks in your syllabus, the link’s Display text should start with the name or title of the linked page, followed by the URL. (e.g., [SSU homepage http://www.sonoma.edu](http://www.sonoma.edu)). This will ensure the document is accessible and usable both online and printed.

# Sonoma State University(School/Department)(Course Number, Title, Section, Semester, and Year)

## Instructor Contact Information

* Name: (First and Last Name)
* Office Location: (Building and room number)
* Office Telephone Number: (Area code) (telephone number)
* Email: (Your SSU email address)
* Office Hours: (Days and time)
* (Indicate your preferred method of contact and your general response time)

## General Course Information

* Class Days/Time: (Days and time)
* Classroom: (Building and room number)
* Zoom Link (if applicable)
* Prerequisites: (If none, delete this line of text)
* Course Fees:(e.g., lab fees, online subscription fees, etc. If none, delete this line of text.)
* GE/Seawolf Studies Category:
	+ See the mission, goals and objectives for [General Education https://ge.sonoma.edu](https://ge.sonoma.edu/). (If none, delete this item.).

## Course Description

(Insert course description from the [catalog https://catalog.sonoma.edu](https://catalog.sonoma.edu/), and/or departmental description compatible with description from the university catalog.)

## Library Support and Subject Librarian

The University Library can help you find information and conduct research. You can make an appointment with your subject librarian, get help online, or drop by the library during open [Research Help Hours library.sonoma.edu](http://library.sonoma.edu/research).

(Insert the URL address for the [Research Guides http://libguides.sonoma.edu/?b=s](http://libguides.sonoma.edu/?b=s) provided by your subject librarian, contact information for the [Subject Librarians http://library.sonoma.edu/research/subjectlibrarians](http://library.sonoma.edu/research/subjectlibrarians), and any applicable [Information for Distance Learners http://library.sonoma.edu/services/distancelearners](http://library.sonoma.edu/services/distancelearners)).

## Canvas Course (Optional/Suggested Statement)

Canvas is SSU's Learning Management System (LMS). Canvas is where you will find the course syllabus, class announcements, additional course files, and online class discussions, and where you will submit assignments for this course.

To access the Canvas course website, use your SSU Seawolf ID and password to log into [SSU's Online Services portal https://login.sonoma.edu/](https://login.sonoma.edu/). Click on the **Canvas** link. When you get to the Canvas Dashboard, click on the course title you would like to access.

### Canvas Help and Student Computing Resources

Visit the [SSU Canvas Student FAQ https://ctet.sonoma.edu/canvas-student-faqs](https://ctet.sonoma.edu/canvas-student-faqs) to review frequently asked questions about using Canvas and also to view a list of technical recommendations. If this does not answer your question, or if you have general questions about computing and information technology at SSU, contact [Information Technology (IT) http://it.sonoma.edu/get-started](http://it.sonoma.edu/get-started). Three ways to contact the IT Help Desk are:

* Call: 707-664-4357
* Email: helpdesk@sonoma.edu
* Visit: Schulz 1000

You can also review the information posted on SSU IT’s [Get Started, Students http://it.sonoma.edu/get-started/students](http://it.sonoma.edu/get-started/students) webpage. There you will find computer use guidelines and a list of available computer labs.

## Course Format and Instructional Methods: (Optional/Suggested Statements)

(Describe the course format and teaching methodologies used for this course. For example, blended courses might utilize a Rotational Model such as the Flipped Classroom, whereby the majority of the class content is delivered online and students attend the brick-and-mortar class to engage in teacher-guided learning activities and/or projects. Feel free to use one of the examples provided below.

### Traditional Face-to–Face Course Example:

The course will be taught using multiple instructional methods. These methods will include lecture, group discussion and oral presentations with an associated critical discussion. Typically, course topics will be introduced via a lecture format incorporating interpretive discussions. Directly following the lecture presentation, students will receive an article from the primary literature that either illustrates current research into the topic or explore a related or relevant additional concept. Literature discussions will utilize small group discussions following by classroom presentation and discussion.

### Blended Course Example:

This is a blended course, where significant portions of the course will take place both in a traditional face-to-face classroom and also online via Canvas, SSU’s learning management system, where you will interact with your classmates and with the instructor. Within the course Canvas site you will access the learning materials and syllabus; discuss issues; submit assignments; take quizzes; participate in online group activities; and share your projects. Refer to the course calendar/schedule and assignment instructions for information on where and when to submit your work.

### Fully Online Course Example:

This course will be delivered entirely online through the learning management system, Canvas. You will use your SSU Seawolf ID and password to log in to the Canvas course from [SSU’s Online Services Portal https://login.sonoma.edu/](https://login.sonoma.edu/).

In Canvas, you will access online lessons, course materials, and resources. At designated times throughout the semester, we will participate in a blend of self-paced and group-paced activities using Canvas, Zoom web-conferencing and other internet-based technologies. Activities will consist of online assignments, discussion forums, email, journaling, collaboration pages, and web posting. All student work is submitted/posted online in Canvas.

## Course Goals and Student Learning Objectives

(Insert goals and objectives here. Objectives must be measurable, specific, and time related. Sequential numeration of SSU/GE student learning outcomes followed by course learning outcomes.)

### Student Learning Outcomes (SLO)

Upon successful completion of this course, students will be able to:

* SLO1 (insert learning objective 1)
* SLO2 (insert learning objective 2, etc.)

### General Education Learning Outcomes (GELOs)

(If this is a GE course, name and list the GE learning outcomes of course here. Also describe the mission of the SSU GE program or link directly to the [SSU](SSU%20) [GE program https://ge.sonoma.edu](https://ge.sonoma.edu/).

* GELO1 (insert GE learning outcome 1)
* GELO2
* GELO3

## Required Texts/Readings

### Textbook

(Insert the complete textbook citation here. Include ISBN, where students can buy the text, and link to an accessible textbook version such as Vitalsource.)

### Other Readings

(Insert the list of any additional readings here.)

### Other Equipment/Material Requirements/Software (Optional/suggested)

(Include as necessary. Examples include: USB or storage device, headset, software or subscriptions to complete the homework, and recording devices. If none, delete this section.)

## Classroom Protocol

(Insert your expectations for participation, attendance, arrival times, behavior, safety, cell phone use, etc. here.)

## Course Requirements

(Insert your enumerations and brief descriptions for the course assignments here, and indicate how each assignment is aligning with the learning outcomes. Include information about due dates and assignment weights. If this is a GE course, include language that the signature assignment will be collected and submitted to SSU for GE assessment purposes.)

##

## Course Schedule

### Example for a Class That Meets One Day Per Week

Each meeting is listed separately by row. List the agenda for the semester including when and where the final exam will be held. Under the “room” column indicate whether the class meeting is online or list the classroom number. Also specify if the assignments are due is in-class (C) or online (O). Indicate the schedule is subject to change with fair notice and how the notice will be communicated.

| **Week** | **Date** | **Room** | **Topics, Readings, Assignments, Deadlines** |
| --- | --- | --- | --- |
| Week 1 | 8/19/14 | Schulz 2011 | Lab safety (C); Lab 1 due at the end of class(C); Lab Discussion Forum (O) |
| Week 2 | 8/26/14 | Online | (List readings, assignments and deadlines.) |
| Week 3 |  |  |  |
| Week 4 |  |  |  |
| Week 5 |  |  |  |
| Week 6 |  |  |  |
| Week 7 |  |  |  |
| Week 8 |  |  |  |
| Week 9 |  |  |  |
| Week 10 |  |  |  |
| Week 11 |  |  |  |
| Week 12 |  |  |  |
| Week 13 |  |  |  |
| Week 14 |  |  |  |
| Week 15 |  |  |  |
| Week 16 |  |  |  |
| Final  |  |  |  |

### Example for a Class That Alternates Between Online and a Brick-and-Mortar Classroom

Each meeting is listed separately by row. Specify in the “Room” column whether to meet in the classroom or online. Include when and where the final exam will be held. Indicate the schedule is subject to change with fair notice and how the notice will be communicated.

| **Date** | **Room** | **Topics, Readings, Assignments, Deadlines** |
| --- | --- | --- |
| 08/19/14 | Online  | Log into Canvas and attend the Zoom session at 2pm. Post your self-introduction in the Introductions Discussion in Canvas by 11pm.  |
| 08/21/14 | CARS 001 | Lab safety; Lab 1 due at the end of class. |
|  |  |  |
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### Example for a Class That Meets More Than Once Per Week With Both Classroom and Online Activities

Each meeting is listed separately by row. Indicate if the class activity is in-class (C) or Online (O). Include when and where the final exam will be held. Indicate the schedule is subject to change with fair notice and how the notice will be communicated.

| **Class Meeting** | **Topic** | **Readings** | **Activities****In-class (C), Online (O)** | **Due Date** |
| --- | --- | --- | --- | --- |
| 08/19/14 | Course Introduction; Lab Safety; Lab 1 | Text Book: Chapter 1, Chapter 2 | Lab 1 (C); Discussion post in Canvas (O) | Lab 1 due at the end of class; Discussion post by 11pm. |
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## Calendar of Assignments and Exam Due Dates

| **Due Date** | **Assignments and Exams** | **Points** |
| --- | --- | --- |
| 8/19/14 | Lab 1: Molecular Weights | 10 points |
|  |  |  |
|  |  |  |
| 12/9/14 | Final Exam | 60 points |

## Grading Policy

(Specify grading policies including how grades are determined, what grades are possible, whether extra credit is available, what the penalty is for late or missed work, and what constitutes a passing grade for the course. Include the date of the final exam/s. If you grade on participation, indicators on how participants will be assessed should be included.)

## University Policies

There are important [University policies https://catalog.sonoma.edu/content.php?catoid=8&navoid=926](https://catalog.sonoma.edu/content.php?catoid=8&navoid=926) that you should be aware of, such as the add/drop policy; cheating and plagiarism policy, grade appeal procedures; accommodations for students with disabilities and the diversity vision statement.

### Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. [How to Register https://registrar.sonoma.edu/how-register#howto](https://registrar.sonoma.edu/how-register#howto) ​​has step-by-step instructions and important deadlines and penalties for adding and dropping classes.

### Campus Policy on Disability Access for Students

If you are a student with a disability, and think you may need academic accommodations, please contact Disability Services for Students (DSS), located in Schulz 1014A, Voice: (707) 664-2677, TTY/TDD: (707) 664-2958, as early as possible in order to avoid a delay in receiving accommodation services. Use of DSS services, including testing accommodations, requires prior authorization by DSS in compliance with university policies and procedures. See SSU’s policy on [Disability Access for Students https://policies.sonoma.edu/policies/disability-access-students.](https://policies.sonoma.edu/policies/disability-access-students)

#### Emergency Evacuation

If you are a student with a disability and you think you may require assistance evacuating a building in the event of a disaster, you should inform your instructor about the type of assistance you may require. You and your instructor should discuss your specific needs and the type of precautions that should be made in advance of such an event (i.e., assigning a buddy to guide you down the stairway). We encourage you to review [SSU’s Evacuation Procedures https://emergency.sonoma.edu/procedures/evacuation](https://emergency.sonoma.edu/procedures/evacuation), take advantage of these preventative measures as soon as possible, and contact the Disability Services for Students office if other classroom accommodations are needed.

### Academic Integrity

Students should be familiar with the University’s [Cheating and Plagiarism Policy https://policies.sonoma.edu/policies/cheating-and-plagiarism.](https://policies.sonoma.edu/policies/cheating-and-plagiarism) Your own commitment to learning, as evidenced by your enrollment at Sonoma State University and the University’s policy, require you to be honest in all your academic coursework. Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person’s ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified.

## Additional Resources (Optional/suggested statements)

### Writing Support

The SSU Learning and Academic Resource Center (LARC), located at Schulz 1103, helps SSU students become better writers and produce better written documents. The knowledgeable and friendly tutors can help you with a wide array of concerns, from generating good ideas and organizing papers more clearly to learning citation formats and using semi-colons correctly. Visit the [Learning and Academic Resource Center (LARC) Homepage https://larc.sonoma.edu/](https://larc.sonoma.edu/) for more information on how to schedule time with a Writing Center tutor.

### Counseling and Psychological Services (CAPS)

CAPS is a unit of the division of Student Affairs of Sonoma State University. CAPS offers confidential counseling to students experiencing personal problems that interfere with their academic progress, career or well-being. The [CAPS website https://caps.sonoma.edu/](https://caps.sonoma.edu/) provides information only. If you would like to talk with someone or make an appointment, please call (707) 664-2153 between 8 a.m. – 5:00 p.m., Monday-Friday during the academic year.

**Basic Needs**

We learn as whole people. To learn effectively, you must have basic security: a roof over your head, a safe place to sleep, enough food to eat. If you are having trouble with any of those things, please visit [Student Affairs’ Basic Needs webpage https://studentaffairs.sonoma.edu/basicneeds](https://studentaffairs.sonoma.edu/basicneeds) for resources to support your well-being both inside and outside the classroom.

**Religious Observances**

The observance of religious holidays (activities observed by a religious group of which a student is a member) and cultural practices are an important reflection of diversity. As your instructor, I am committed to providing equivalent educational opportunities to students of all belief systems. At the beginning of the semester, you should review the course requirements to identify foreseeable conflicts with assignments, exams, or other required attendance. If at all possible, please contact me (your course coordinator/s) within the first two weeks of the first class meeting to allow time for us to discuss and make fair and reasonable adjustments to the schedule and/or tasks.