Course Syllabus

Objectives of course:

Text(s) and other course materials required or recommended:

Grading Standards and Criteria: [including an indication as to whether +/- grading system is used; see UPS 300.020 for details]

Grading Policy: including all examination dates, date and time of the final exam; make-up policy, if any; attendance policy, if any; penalties for academic dishonesty; information, even if only summary, about other class assignments, including individual and group projects; extra credit options, if any

For General Education Courses only: [see UPS 411.201 for details]

a. A statement of the specific General Education requirement(s) that the course meets. (You can conveniently find this information in Titan Online, Faculty Self Service, under Faculty Center. Click on the relevant class, and look under Enrollment Information, Course Attribute.)

b. An inclusion of the learning goals for the General Education category or categories in which the course carries credit.

c. Courses in Oral Communication (I.A.), Written Communication (I.B.), Critical Thinking (I.C.) and Mathematics (III.A.1) shall include a statement that “a grade of “C” (2.0) or better is required to meet this General Education requirement. A grade of “C-” (1.7) or below will not satisfy this General Education requirement.”

d. An indication of the way in which the General Education writing requirement shall be met and assessed (this may already be covered under `Grading Policy’ above).

Instructor Classroom Management Procedures: (if any) Instructors have the authority and discretion to set policies to foster student learning in the classroom. For example, instructors may specify expectations regarding classroom participation, entering/exiting class during the class period, student seating, the use of electronic communication devices (cell phones, pagers, etc.), laptop use, or other behavior. These policies should be specified here.
The following is additional **required** information that can be included full text or simply the introductory paragraph(s), with the hyperlinks, can be included.

**CSUF Policy on Academic Dishonesty:** Academic dishonesty will not be tolerated. The University Catalog and the Class Schedule provide a detailed description of Academic Dishonesty under ‘University Regulations.’ (Or read this link on CSUF’s policy on Academic Dishonesty.)

The following is a short summary of these policies as they affect you.

Academic dishonesty includes but is not limited to cheating on examinations or assignments, unauthorized collaboration, plagiarism, falsification/fabrication of university documents, any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor), assisting or allowing any of these acts, or the attempt to commit such acts.

Cheating is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive, fraudulent, or unauthorized means. Examples of cheating include, but are not limited to, the following: using notes or aides (including electronic devices) or the help of other students on tests and examinations in ways other than those expressly permitted by the instructor, or any acts which defeat the intent of an examination, plagiarism as defined below, and collaborating with others on any assignment where such collaboration is expressly forbidden by an instructor. Violation of this prohibition of collaboration shall be deemed an offense for the person or persons collaborating on the work, in addition to the person submitting the work. Documentary falsification includes forgery, altering of campus documents or records, tampering with grading procedures (including submitting altered work for re-grading), fabricating lab assignments, or altering or falsifying medical excuses or letters of recommendation.

Plagiarism is defined as the act of taking the work (words, ideas, concepts, data, graphs, artistic creation) of another whether that work is paraphrased or copied in verbatim or near verbatim form and offering it as one’s own without giving credit to that source. When sources are used in a paper, acknowledgment of the original author or source must be made through appropriate citation/attribution and, if directly quoted, quotation marks or indentations must be used. Improper acknowledgment of sources in essays, papers, or presentations is prohibited.

**CSUF Policy on Disabled Students:** The University requires students with disabilities to register within the first week of classes with the Office of Disabled Student Services (DSS), located in UH-101 and at (657) 278 – 3112 in order to receive prescribed accommodations and support services appropriate to their disability. Students requesting accommodations should inform their instructors during the first week of classes about any disability or special needs that may require specific arrangements/accommodations related to attending class sessions, completing course assignments, writing papers or quizzes, tests or examinations.

Click on the links for further information about the services provided by DSS to **students** and the obligations of **faculty** in making accommodations for students registered with the office of DSS.
Emergency Policies: All students should be aware of what needs to be done in the case of an emergency, such as an earthquake, a fire, or other disasters, natural or otherwise. Be sure to look at the CSUF Emergency Preparedness website for critical information about your safety.

Reading Assignments
(Include your reading assignments here, by week; if you use TITANium, you may choose to have your weekly assignments listed there rather than in your syllabus)