# PREFIX & Number, *Title*

# Term and Year, Instructor Name

## **Faculty Information**

Instructor:

Office:

Phone:

Email:

Office hours:

## **Technical Problems**

If you encounter any technical difficulties, contact the instructor immediately to document the problem. Then, contact: [student IT help desk](http://www.fullerton.edu/it/students/helpdesk/index.php), [email](mailto:StudentITHelpDesk@fullerton.edu), phone (657) 278-8888, walk-in [student genius center](http://www.fullerton.edu/it/students/sgc/index.php), online chat - log into [portal](http://my.fullerton.edu); click “Online IT Help”; click “Live Chat.”

**For issues with Canvas:** Canvas Support Hotline (855) 302-7528, [student support chat](https://cases.canvaslms.com/liveagentchat?chattype=student&sfid=001A000000YzcwQIAR)

**Course Communication:**

**Response time:**

## **Course Information**

Name, number, title:

Meeting times with modality, day(s), time(s), and location (if synchronous):

Zoom:

Course requisite(s):

Catalog description:

Additional description:

Course materials and equipment:

Required text(s):

Recommended text(s):

Other course materials and equipment:

Zero cost:

**Student Learning Outcomes**:

## **Grading Policies and Standards**

1. **Grading scale:**
2. **Required Course Assignments:**
3. **Attendance and Participation policy:**
4. **Examination dates:**
5. **Make-up and late submission policy:**
6. **Alternative procedures for submitting work:**
7. **Authentication of student work:**
8. **Extra credit:**
9. **Retention of student work:**

**Additional assignments for graduate students**

**Academic Integrity**

## **Technical Competencies**

## **Student Resources Website**

It is the student’s responsibility to read and understand the required and important [student information for course syllabi](https://fdc.fullerton.edu/teaching/student-info-syllabi.html). Included is information about:

* University learning goals
* General Education learning objectives
* Netiquette/appropriate online behavior
* Students’ rights to accommodations
* Campus student support resources
* Academic integrity
* Emergency preparedness/what to do
* Library services
* Student IT services and competencies
* Software privacy and accessibility
* Accessibility statement
* Diversity statement
* Land acknowledgement
* Final exam schedule
* Semester calendar

## **Classroom Management**

## **General Education Requirements**

## **Upper-Division Writing Course Requirements**

## **Calendar of Topics / Schedule of Classes**