# PREFIX & Number, *Course Title*

# Term and Year

## **Faculty Information**

 Instructor:

 Office:

 Phone:

 Email:

 Office hours:

**Course Communication:**

## **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, 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)

**Alternative plan for submitting work:**

**Response time:**

## **Course Information**

Prefix, number, title:

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

 Zoom:

Course requisite(s):

Catalog description:

Additional description:

 Policy regarding the use of generative AI:

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. **Authentication of student work:**
7. **Extra credit:**
8. **Retention of student work:**

**Additional assignments for graduate students** [include if this is a 400-level course available to graduate students]

**Academic Integrity**

## **Technical Competencies** [include information regarding expectations beyond those assumed for all students]

## **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** [only include if this is a certified GE course]

 GE requirement(s) that this course meets

 How the GE writing requirement will be met and assessed

 GE grading standard

* A.1, A.2, A.3 and B.4 = **A grade of “C-“ (1.7) or higher is required to meet this General Education requirement. A grade of “D+” (1.3) or below will not satisfy this General Education requirement.**
* All other GE courses = **A grade of “D” (1.0) or higher is required to meet this General Education requirement. A grade of “D-“ (0.7) or below will not satisfy this General Education requirement.**
* GE courses must be completed for a letter grade in order to receive GE credit.

**Upper-Division Writing Course Requirements** [include only if this course is certified as meeting the upper division writing requirement]

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