# [Course number] Syllabus

## [COURSE TITLE]

[SEMESTER & YEAR]  
Section [NUMBER]: Online  
Course Management: [Canvas](http://www.cuyamaca.edu/canvas/)

## Instructor Information

[NAME]  
[FIRST.LAST]@gcccd.edu  
[OTHER CONTACT INFO (phone, zoom, twitter, etc.)]  
Office: room   
Office hours:



## Course Description

[COURSE DESCRIPTION, PURPOSE & SCOPE, HOW LEARNING WILL TAKE PLACE]

Student Learning Outcomes

[LIST OF SLO’s from course outline - contact Dept. chair/coordinator or see [Office of Instruction Intranet](https://www.cuyamaca.edu/in/oi/curriculum/outlines/default.aspx) for official course outline]

At the end of this course, each student will be able to:

1. [SLO 1]
2. [SLO 2]
3. [SLO 3]

## Textbook & Supplies

[TEXTBOOK TITLE, AUTHOR, YEAR, EDITION, where to get it]

[CLASS SUPPLIES & where to get them]

[WHAT TO BRING TO CLASS]

## Canvas

[Recommended - edit to suit your class]

This course uses Canvas for class management (discussion, turning in work, quizzes, grades, etc.). You should see the course when you login to Canvas as soon as the semester begins. To get started with Canvas, please

* Read [How to get started with Canvas](http://www.cuyamaca.edu/academics/canvas/files/get-started-with-canvas.pdf)
* Review [Canvas introduction course](http://bit.ly/learn-canvas) (as needed)
* Check your [WebAdvisor](https://wa.gcccd.edu/) email address: login to WebAdvisor and click   
  Account Information > Update Personal Information.
* Canvas should notify you when your teacher posts announcements or grades assignments. See Account/Notification settings if this isn’t happening.

## Class Schedule

[due dates for major assignments & exams, day to day agenda with topics, activities, homework, etc.]

## Important Dates

[see [Academic Calendar](http://www.cuyamaca.edu/current-students/academic-calendars/) for dates]

|  |  |
| --- | --- |
| **Date** | **Event** |
| August 21 | Classes begin |
| September 1 | Last day to add semester-length classes Last day to drop semester-length classes without a *W* Last day to receive a refund for semester-length classes |
| September 4 | Holiday (Labor Day) |
| September 5 | Census Day |
| September 22 | Last day to apply for Pass/No Pass for semester length classes |
| October 13 | Last day to apply for Fall degree/certificate |
| November 9 | Last day to drop semester-length classes |
| November 10-11 | Holiday (Veterans' Day Observed) |
| November 23-25 | Holiday (Thanksgiving) |
| December 11-16 | Final Examinations |

## Grading

[list of graded assignments and/or categories with division of points]

### Grading Policy for Online & Hybrid Classes

[edit sample below -- grading policy should clarify how to turn work in and what happens if work is late.]

Due dates are shown in Canvas and all work is to be submitted to Canvas.

Students will be assigned weekly work in Canvas. All online assignments are due before midnight. The first posting to each discussion on Canvas will be due on Mondays.  All other online assignments on Canvas or xxxx will be due on Wednesdays. No late homework will be accepted! No makeup exams or quizzes will be given.  For reasons of fairness and the integrity of the class, there are NO EXCEPTIONS!  Therefore, the lowest exam and quiz grade will be dropped! If you miss one exam or quiz, that will be your lowest score and will be dropped.

Your teacher is committed to timely feedback and will grade assignments within 1 week of submission. Please see Grades for scores and feedback.

## Requirements

### Prerequisites

[COURSE PREREQS FROM OFFICIAL COURSE OUTLINE]

### Necessary Skills

Success in an online class requires proficiency with technology. You need to know file management, email, and how to use a browser, and how to copy and paste.

### Necessary Materials and Resources

[include materials specific to online learning - edit to suit your situation]

**You cannot complete this class without reliable access to Internet**. You may use [campus computer labs](http://www.cuyamaca.edu/academics/support/computer-labs/default.aspx) if needed.

You need adequate storage to SAVE and BACK UP your work.  You are responsible for your work in spite of technical problems, so be sure to back up!  Most students use a USB Flash Drive or cloud storage (Dropbox, Google Drive, etc.).

## Attendance Policy

[This is required by federal law to prevent financial aid fraud. Edit sample below.]

Students who are inactive for more than a week will be dropped from the course.  Active participation in an online or hybrid class means submitting assignments and taking quizzes on time, contributing to discussion regularly, and checking Canvas & email at least twice a week.

Students who are inactive during the first three days of class will receive an email asking the reason they have not logged on. If by the end of the week students have not responded and have not been active in the course, the instructor will drop them to give other students the opportunity to add the class.

## Communication & Regular Contact

[[Regular and Effective contact](https://www.cuyamaca.edu/faculty-staff/teaching-online/docs/CuyamacaDE-RegularAndEffectiveContactPolicy.pdf) is required by state and federal law. Edit sample below]

Your teacher is looking forward to working with you this semester and you can expect her to be active in the course. She’ll post announcements every week, offer office hours (online via Zoom as requested), facilitate class discussions and peer review in Canvas, and provide timely feedback on all assignments via rubrics, comments, Zoom conferences, and screencasts. You’ll have opportunities to interact with other students via discussion, peer review, and Zoom conferences. Please reach out to your teacher if you want help - that’s why she’s here! You can expect to hear back within 2 days.

**Discussions**. Please post course related questions in the weekly discussions. Posts & replies in discussions are visible to the entire class. Your teacher will check discussions and grade/respond to them 1-2 times per week.

**Messages and E-Mail**. If you have a personal question, please contact your teacher using the Inbox tool within Canvas. Instructors receive all Canvas Messages via e-mail. Messages are preferred to email because sometimes student emails are filtered as spam. Expect a response by the next business day. Responses tend to be brief.

**Meet with your teacher.** Contact your teacher to arrange an in person or Zoom online meeting.

**Students with disabilities**. Notify your instructor and [Disabled Students Programs and Services](http://www.cuyamaca.edu/services/dsps/default.aspx) (DSPS) early in the semester so that reasonable accommodations may be implemented.

## Additional Elements

Additional elements may include:

* listing full course assignments and their sequence
* recommendations for study habits appropriate for your course and for your online course
* a general grading scale with grade point values
* directions to where to find support and assistance with course work (e.g., writing center, tutoring services)
* available accommodations for students with disabilities
* rules regarding plagiarism, academic dishonesty, and intellectual property
* an honor code and/or behavioral guidelines
* teacher expectations
* a contract of agreement for your students to sign with regards to responsibility, behavior, and policies
* some words of encouragement to help with student motivation and confidence

*This course adheres to the policies outlined in the Cuyamaca College catalogue. For further information, see Academic Policies stated in the catalog.*