HSU Sample Accessible Syllabus Template

*Revised 1/17 - per March 2016 HSU policy, accessibility reviewed*

[***Syllabus Addendum - Campus Resources Policies***](http://www2.humboldt.edu/academicprograms/syllabus-addendum-campus-resources-policies)

[***HSU Syllabi Policy***](https://www2.humboldt.edu/policy/P16-03Syllabi-Policy)

# Course name, number, CRN, semester, year, format

## Basic Course Information

* Course title, number, and section; days and times taught, location of class:
* Catalog description:
* Semester and year course is being taught:
* Format (online/hybrid/face-to-face):
* Professor’s name, office number and location:
* Professor’s contact information: including office phone and email address:
* Identification of any University Curricular Requirement (Institutions, DCG, specific area of GE, etc.) that the course fulfills:

## Course Section Information

* Description of the course consistent with the description in the University Catalog
* Description of the format of the course – lecture, lab, activity, discussion, etc.
* Pre- and co-requisites
* If relevant, minimum grades needed for this course to count towards major or minor requirements
* Any other necessary equipment/materials/fees

## Instructor Information

**Instructor photo:**

**Instructor name:**

**E-mail:** (email address and instructions; course name in subject line)

**Phone:** (if needed)

**Office Hours:** Virtual? When and where (Google Hangout; Zoom, etc…)

**How and when to contact instructor:** Instructions here

**Instructor bio:**

### Office hours and days

* Include a statement if additional time is available by appointment
* If the professor’s schedule contains too many TBA activities to make scheduling office hours possible prior to the first class meeting, this section of the syllabus should have a blank space to be filled in by students
* Professors will announce their office hours to the class as soon as regular times are established

## Required Textbook/Course Materials

**Sample language**

Please read the **Technical Skills and Requirements** to understand the Minimum Hardware and Software needed for this online/hybrid/face-to-face course.

**Required Textbook:**

**Other Required Materials:**

**Recommended Materials (optional):**

## Student Learning Outcomes

**Student learning outcomes**

* Course, GEAR, program and HSU student learning outcomes that are relevant for the course

**Upon completion of this course, you will be able to:**

* First course outcome
* Second course outcome
* Third course outcome, etc.

## Course Schedule

Check the **Course Schedule** for more detail on the topics for this semester. (Sample: *Course schedule as listed in syllabus*. **-or-** *Course schedule as listed in the learning management system*) Messages from your instructor will be sent to you at the email address used in your Humboldt State profile.

**Course calendar**

* Include assignment due dates, exam dates, and date of final exam
* Faculty may want to include a “subject to change with fair notice” statement

## Course Overview

**Sample language**

This class is being taught fully online/hybrid/face-to-face. **This is not a self-paced class.** You will first to learn how to use LMS - learning management system to find materials, take quizzes and exams, and submit completed works electronically. You should do your work in this course with a high priority and complete reading assignment, group discussions, and exams on time. Any delay or neglect on class assignments will affect your course performance and course grade.

### Course requirements

* Papers, projects, exams, quizzes, homework, laboratory work, fieldwork, fieldtrips, class participation, etc.
* Faculty may want to include a statement about the expected time that students will need to spend studying/doing coursework outside of class
* Include specific information regarding academic integrity relevant to your course, as well as information about whether collaboration is allowed and in what form
* Faculty may want to include a statement regarding classroom and online conduct and professional etiquette

**List weekly or regular assignments here: (samples below)**

* You are expected to take a weekly quiz….
* All students are expected to read the assigned chapters each week. Please review each week’s objectives before you read the assignments.
* Teamwork? List here...
* The number of activities will vary but you can expect about 4-5 each week.
* Additional participation is encouraged and will enhance your understanding of the material. You should expect to contribute substantive and relevant posts frequently to the discussion area for each topic for the best learning experience. Postings must demonstrate your comprehension of the week’s concepts...

## Course Policies

**Sample Language**

This course is offered online, over the Internet using the University's Canvas LMS. This allows you to access the course materials from a computer with any standard web browser already installed. One of the exciting advantages of online learning is that you can plan your class time to fit your schedule. However, it is important to balance this flexibility with your new responsibility of scheduling your own learning.

## Need Help?

If you have questions about the course, such as concepts covered in the course, your assignments, or scores post your question in the **Ask Questions Here** forum in the Discussion link on the left navigation menu. (Be sure to offer your assistance there too when you can!) You may also contact (instructor info here), during office hours, or by special appointment.

For technical questions, such as the suitability of your home computer for the course, installing plug-ins, problems with your password, etc., contact the HSU Help Desk (help@humboldt.edu or 707-826-4357).

## Inclusivity

**Sample language**

Students in this class are encouraged to speak up and participate in-class and online. Each of us must show respect for each other because our class represents a diversity of beliefs, backgrounds, and experiences. I believe that this is what will enrich all of our experiences together. I recognize that our individual differences can deepen our understanding of one another and the world around us, rather than divide us. In this class, people of all ethnicities, genders and gender identities, religions, ages, sexual orientations, disabilities, socioeconomic backgrounds, regions, and nationalities are strongly encouraged to share their rich array of perspectives and experiences. If you feel your differences may in some way isolate you from our classroom community or if you have a specific need, please speak with me early in the semester so that we can work together to help you become an active and engaged member of our class and community. (*Adapted from CSU Chico and Winona State University;* [*Sample inclusive statements)*](https://docs.google.com/a/humboldt.edu/document/d/1sxylAwvqi9q-vN7MKk4okIVfuQeAV-zeRhiFiAnDd6U/edit?usp=sharing)

## Expectations of the Student

**Sample language**

1. **Log into the course daily. Come to class. Other**
2. Expect to spend about \_\_\_\_\_\_\_ hours per week working on this course.
3. Prepare to the best of your ability for every aspect of this course.
4. Avoid cheating yourself with the opportunity to learn how to write your own thoughts; don't plagiarize. Be sure to give credit where credit is due and cite your sources or use footnotes or endnotes.
5. Learning through collaboration (defined as working with or receiving assistance from another) is an effective tool used in this class and in your future employment. When I expect you to collaborate, I'll make it very clear in the assignment instructions. All other work in this class is to be done independently.
6. All examinations will be done online. You are required to take these tests independently. It is considered cheating if you get assistance from anyone else either in the class or elsewhere. Cheating is not tolerated. If you are found to be cheating, you will be dealt with as university policy stipulates.
7. If you haven't already, read the [Humboldt State University Academic Honesty Policy](http://www.humboldt.edu/studentrights/academic_honesty.php) to make sure you understand the consequences associated with violating the code.
8. You must be able to create and upload pdf formatted documents. Unless you are filling out an online form document or have been explicitly instructed to create a different file format **all assignments** will be submitted as pdf documents. Read the Creating PDFs document for instructions.

* External tools we will be using in this class: (samples below)
  + YouTube
  + Google Drive (doc, presentation, etc)
* Who will have access to student content:
  + Instructor and students enrolled in this course will have access to student-generated content that is shared, tied to the requirements of the specific assignment.
* Which tools require account creation:
  + YouTube – comes with your HSU Google account
  + GoogleDrive - comes with your HSU Google account

## Expectations of the Instructor

If we all live up to our academic responsibilities, this course will be meaningful for all who participate. Please feel free to discuss these points with me at any time during the course this semester.

1. I will prepare and review course materials to be as current and accurate as possible.
2. I will be available to answer questions or issues that may arise for you during this course. **Expect a 24-hour turn around time for response to emails.**
3. I will try to the best of my ability to prepare you for the exams and other assessments in this course.
4. I will utilize fair and honest evaluation techniques for each assignment required for this course.
5. To the best of my ability, make this a valid and worthwhile learning experience.
6. I will do my best to address the needs of a diverse range of learning styles in this course.
7. I will make every effort to follow QA - quality learning and teaching best practices.
8. I will only share your student information, per FERPA guidelines.

## Technical Assistance

**Sample language**

It is crucial to seek help when you can’t access the campus LMS (learning management system) or you have difficulty with your computer settings or browser:

* For **technical assistance** contact HSU’s Help Desk at 707.826.HELP (4357) or send an email to help@humboldt.edu
* For **LMS support**, please use the Help button located on the bottom left of your course.
* Please see the LMS Student Guides here, to learn more about specific Canvas functions: [Canvas Student Guide](https://community.canvaslms.com/docs/DOC-4121)

## Special notes: Browsers and Mobile Devices

1. The Canvas app: Available for iOS or Android: [Canvas Mobile Guides](https://community.canvaslms.com/docs/DOC-4048)
2. Firefox is the recommended browser for accessing the Canvas LMS (learning management system). If you have problems opening some content, first try another browser. If you are using a mobile device, try accessing the content on a computer.
3. If Flash-based content is used in this course, it won't display on Mobile devices, especially iOS devices.
4. External URLs: To open certain URLs (http vs https) you may be prompted to click on the shield icon in your browser to “allow” access to the unsecure content. Simply click on the shield and click the “allow” button when asked.
5. Please note that some content may be blocked if you are using a campus computer, as HSU computer labs do not allow opening certain types of unsecure content.

## Evaluation and Grades

**Grading information**

* A statement of how you will determine the letter grades for the course, including +/- grades if you use them
* Extra credit options, if available
* List of the percentage weight assigned to various class assignments
* Policies on late or missed work, including exams
* Policies on attendance, tardiness, and class participation, including an explicit statement of terms and/or penalties which pertain to student participation in co- and extracurricular activities

**Sample Language**

You will be able to track your grade throughout the course using the "Grades" link in the right side navigation menu on each course page. If you have any questions about your grade, contact the instructor promptly.

A letter grade will be determined by total accumulated points (640 possible points) as follows:

(sample):

* A = (94-100%); A- = (90-93%)
* B+ = (87-89%); B = (83-86%); B- = (80-82%)
* C+ = (77-79%); C = (73-76%); C- = (70-72%)
* D+ = (67-69%); D = (60-66%)
* F= (≤ 59%)

Refer to the Course Schedule for due dates for each assignment, as well as the Assignment Details for more information on these assignments. Each student is responsible for completing all assignments and activities as specified by the instructor. See the Assignment Details for specific information about each assignment, including how it will be evaluated. All assignments should be completed to pass the course. Assignments and papers will be submitted online. Need instructions for submitting assignments online? If you have problems submitting your assignments, contact the Humboldt State Help Desk (help@humboldt.edu or 707-826-4357) immediately by phone or email to resolve the problem. Because this is an online course designed to get feedback on assignments to you electronically, you must make prior arrangements with the instructor before submitting an assignment by other methods.

## Weekly Discussions (\_\_\_% of course grade)

**Sample language**

While you may be accustomed to participating in face-to-face classes by attending and speaking up in class, in an online class your participation will consist of completing weekly activities and posting your thoughts to discussion forums. Reading and responding to others’ responses in writing complete the weekly discussions. As a result of these weekly activities/discussions, you will be reading and writing more in this class than in most courses.

Review the Guidelines for Student Participation in Online Discussion Forums.

These interactive weekly interactions with your classmates and the instructor will offer a rich opportunity to share impressions of the reading and viewing material. Additional contributions can further enhance your learning but will not be scored. You should expect to contribute substantive and relevant posts frequently to the discussion area. This interaction with your classmates and the instructor is your opportunity to share impressions of the instructional materials.

## Weekly Assignments (\_\_\_% of course grade)

Weekly assignments make up 30% of your course grade. These include a variety of activities that are described in detail in the Assignment Details.

## Quizzes and Exams

**Quizzes (\_\_\_% of course grade)**

8 weekly quizzes beginning the first week. The weekly quizzes are worth 10 points each for a total of 80 points

**Mid-term and Final Exams (\_\_\_% of course grade)**

Students are required to take a mid-term and a final exam. Each test will include multiple choice and short answer questions. Multiple-choice questions will be primarily from the contents of the readings. Potential short answer questions will come from the questions discussed in the weekly online forums and short lecture videos. The exams will count for 100 points each (20% each), or 200 points (40% total).

|  |  |
| --- | --- |
| Course Requirements | Percent of Total Grade |
| Weekly Quizzes |  |
| Weekly Discussions |  |
| Weekly Assignments |  |
| Mid-Term and Final Exams |  |

## Incomplete Grades

Incomplete grades will not be allowed for this class. If you think you may not be able to finish the work in the course, it would be best if you dropped the course before the final withdrawal date.

# University Policies

## Late Work

There will be no make-up exams or assignments available. If you miss an exam, or homework/posting due date, a grade of “0” will be recorded without exception. **Plan your travel and personal events around your schoolwork, not vice versa.** If you have an emergency, please notify me immediately if this affects your coursework or attendance.

## Emergency Procedures

**Emergency Procedures**

* Review the evacuation plan and emergency procedures for the classroom
* During an emergency, information can be found on campus conditions at 707-826-INFO or the [HSU Emergency website](http://www.humboldt.edu/humboldt/emergency).

## Academic Honesty

Students are responsible for knowing policy regarding academic honesty. For more information, visit: [Academic Honesty Policy](http://www.humboldt.edu/studentrights/academic_honesty.php) or [HSU Catalog](http://pine.humboldt.edu/registrar/catalog/)

## Students with Disabilities

Persons who wish to request disability-related accommodations should contact me immediately so I can assist you in a timely manner. If you have not yet done so, please request services with the Student Disability Resource Center in the Learning Commons, Lower Library, 826-4678 (voice) or 826-5392 (TDD). Some accommodations may take up to several weeks to arrange. [Student Disability Resource Center.](http://www.humboldt.edu/disability/)

### HSU Policy and Procedures for Accommodating Individuals with

### Disabilities Statement

[**Executive Memorandum EM P02-01**](http://www.humboldt.edu/policy/PEMP02-01Humboldt-State-University-Policy-and-Procedures-Accommodating-Individuals-Disabilities) **states:**

*It is the policy of Humboldt State University to provide equal access and reasonable accommodation for individuals with disabilities to participate in any program, service, or opportunity by the campus, including access to the content and services of the World Wide Web pages authored by the University. Request for accommodation in pursuit of student's academic programs should be made to the* [*Student Disability Resource Center*](http://www2.humboldt.edu/disability/welcome)*.*

Our campus learning management system is Canvas. Here is a link to the[Accessibility within Canvas statement.](https://community.canvaslms.com/docs/DOC-2061)

*This course was built with accessibility in mind. However, if you discover something in the course that is not as accessible as it could be, please alert your instructor as soon as possible.*

## Add/Drop Policy

**Sample language**

If you do not log in and complete all coursework during the first week, you will be dropped from this course by the instructor. It is essential that you stay on track in an online course so you don’t fall behind. Students are responsible for knowing the University policy, procedures, and schedule for dropping or adding classes: [Schedule Adjustments (Adding or Dropping)](http://www.humboldt.edu/%7Ereg/regulations/schedadjust.html)

## Attendance and Disruptive Behavior

Students are responsible for knowing policy regarding attendance and disruptive behavior:[Class Attendance and Disruptive Behavior](https://www2.humboldt.edu/studentrights/attendance-behavior).

## Email Policy

All HSU students are responsible for checking their HSU email account for official communications. While students may elect to redirect messages sent to their official HSU email address to another address, those who redirect their email to another address do so at their own risk. [HSU Email Policy](https://pine.humboldt.edu/registrar/students/regulations/EmailPolicy.html).

# Student Support Services

## Resources and Options for the HSU Student Community

Find a full list of services for HSU students here:  
<http://www2.humboldt.edu/studentaffairs/student-resources>

## Learning Center

The HSU Learning Center has a wide range of academic support services. [HSU Learning Center](http://www.humboldt.edu/learning/)

## Writing Studio

The Writing Center offers free peer assistance with writing assignments and standardized writing examination preparation. The Writing Studio's web site can be accessed at [HSU Writing Studio](http://www2.humboldt.edu/learning/writing-studio)

## Improving Study Skills

Find a variety of resources to improve your study skills. [HSU RAMP Academic Resources](http://www2.humboldt.edu/ramp/academic-resources)

## Tutoring Services

The Learning Center provides tutorial assistance to students having difficulties in specific

Courses. The Tutoring Services web site can be accessed at[HSU Tutorial Services](https://www2.humboldt.edu/learning/tutorial-services)

## Advising

The Academic and Career Advising Center supports students' pursuit of educational goals.[HSU Academic & Career Advising Center](http://www2.humboldt.edu/advise/)

## Mentoring

Peer academic support through Retention Through Academic Mentoring Program (RAMP)

[HSU RAMP Program](http://www2.humboldt.edu/ramp/home)

## Registration

The Office of the Registrar can guide you through all your registration information.

[HSU Office of the Registrar](http://pine.humboldt.edu/registrar/)

## Counseling

The Counseling & Psychological Services Center supports the wellbeing of HSU students.

# [HSU Counseling & Psychological Services](http://www2.humboldt.edu/counseling/)