Cal Poly Humboldt Accessible Syllabus Template

Revised 08/24/22 - per March 2016 Cal Poly Humboldt policy, accessibility reviewed

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

[***Cal Poly Humboldt Syllabi Policy***](https://policy.humboldt.edu/course-syllabus-policy)

# Course Information

* Course title, number, section
* Semester and year
* Days, times, location
* Format (online/hybrid/face-to-face):

# Instructor Information

**Instructor photo:**

**Instructor name:**

**Email:** (email address and instructions; course name in subject line)

**Phone:**

**Office Hours:**

**How and when to contact instructor:**

**Link to Instructor bio:**

# Course Description

(Include catalog and extended description, pre- and co-requisites, if relevant, minimum grades needed for this course to count towards major or minor requirements)

## Required Textbook/Course Materials

**Sample language**

Please read the **Technical Skills and Requirements** to understand the Minimum Hardware and Software needed for this course.

**Required Textbook:**

**Other Required Materials:**

**Recommended Materials (optional):**

## Student Learning Outcomes

**Student Learning Outcomes**

GEAR program and Cal Poly Humboldt student learning outcomes that are relevant for the course

**Course Learning Outcomes
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 Canvas*) Messages from your instructor will be sent to you at the email address used in your Cal Poly Humboldt 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
* Option: link to a calendar page or document

## 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 Canvas 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. Timely submission of class assignments is important to your success in this course.

### Course Requirements

* Papers, projects, exams, quizzes, homework, laboratory work, fieldwork, field trips, 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? Describe 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 Modality

**Sample language**

This course is offered in a face-to-face format and will use Canvas for accessing course materials and some assignment submissions. Please follow the Course Schedule.

**OR**

This course is offered online, over the Internet using Canvas, Cal Poly Humboldt’s learning management system. 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 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 Cal Poly Humboldt 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). 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.*

* [Sample Inclusivity Statements](https://docs.google.com/a/humboldt.edu/document/d/1sxylAwvqi9q-vN7MKk4okIVfuQeAV-zeRhiFiAnDd6U/edit?usp=sharing)
* [Racial Equity Guide Glossary](https://www.racialequitytools.org/glossary) - common vocabulary to help avoid misunderstandings

## 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. Take 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 learning 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. If you haven't already, read the[Cal Poly Humboldt Academic Honesty Policy](https://studentrights.humboldt.edu/academic-honesty) to make sure you understand the importance of your academic integrity.
7. External tools we will be using in this class:
8. Who will have access to student content:

## Expectations of the Instructor

**Sample language**

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 turnaround 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 QLT (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 Canvas or you have difficulty with your computer settings or browser:

* For **technical assistance** contact Cal Poly Humboldt’s Help Desk at 707.826.HELP (4357) or send an email to help@humboldt.edu
* For **Canvas support**, please use the Help button located on the bottom left of your course.
* Please see the [Canvas Student Guides](https://community.canvaslms.com/docs/DOC-10701-canvas-student-guide-table-of-contents) to learn more about specific Canvas functions.

## 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 or Chrome are recommended browsers for accessing Canvas. 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 Cal Poly Humboldt 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
* Course requirements on late or missed work, including exams
* Course requirements 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 left 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 (500 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 will be submitted online. If you have problems submitting your assignments, contact Canvas 24/7 Support (help button in Canvas) or the Cal Poly Humboldt Help Desk (help@humboldt.edu or 707-826-4357) immediately by phone or email to resolve the problem.

|  |  |
| --- | --- |
| Course Requirements | Percent of Total Grade |
| Weekly Quizzes | 20% |
| Weekly Discussions | 25% |
| Weekly Assignments | 25% |
| Final Project | 30% |

## Incomplete Grades

**Sample language**

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.

## Late Work

**Sample language**

If you have an emergency, please notify me immediately if this affects your coursework or attendance.

## ****Face Mask Syllabus Statement****

**Sample language**

Please visit [Humboldt’s Campus Ready](https://campusready.humboldt.edu/guide/face-masks#:~:text=The%20University%20encourages%20wearing%20masks,variants%2C%20they%20are%20not%20mandated.) page for the most up to date information regarding Covid safety on campus.

# University Policies

## 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 [Cal Poly Humboldt 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](https://studentrights.humboldt.edu/academic-honesty) or [Cal Poly Humboldt 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.](https://disability.humboldt.edu/)

## Add/Drop Policy

Students are responsible for knowing the [University policy, procedures, and schedule](https://registrar.humboldt.edu/forms) for dropping or adding classes. The deadline for students to change their course schedule without penalty, known as the Add/Drop date is 11:59 p.m. on the Monday after the second week of classes of the regular semester term. After the deadline, approval to add or drop a class requires approval of a documented serious and compelling reason. See the [Resolution on Decoupling Drop/Add Dates from Census](https://senate.humboldt.edu/sites/default/files/senate/22%20Resolution%20on%20Decoupling%20Drop-Add%20From%20Census%202.pdf) (22-14/15-APC), [registration help](https://registrar.humboldt.edu/registration/help) and [withdrawal process](https://registrar.humboldt.edu/withdrawal-process) for additional information.

## Attendance and Disruptive Behavior

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

## Email Policy

All Cal Poly Humboldt students are responsible for checking their Cal Poly Humboldt email account for official communications. While students may elect to redirect messages sent to their official Cal Poly Humboldt email address to another address, those who redirect their email to another address do so at their own risk.[Cal Poly Humboldt Email Policy](https://policy.humboldt.edu/p21-01-email-policy).

# Student Support Services

**Consider adding to Syllabus**

## Learning Center

The Cal Poly Humboldt Learning Center has a wide range of academic support services, such as **tutoring**, **supplemental instruction**, study skills, and more. [Cal Poly Humboldt 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 [Cal Poly Humboldt Writing Studio](http://www2.humboldt.edu/learning/writing-studio)

## Tutoring Services

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

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

## Advising

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

## Mentoring

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

[Cal Poly Humboldt RAMP Program](http://www2.humboldt.edu/ramp/home)

## Registration

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

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

## Counseling

The Counseling & Psychological Services Center supports the wellbeing of Cal Poly Humboldt students.

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

Cal Poly Humboldt, Center for Teaching & Learning, 2022