# White COB LOGOCourse Number, Title, Section, Semester, and Year

**Instructor:** (Provide first and last name)

**Office:**

**Office Hours:** (Provide day/time)

**Phone:**

**Email:** (Provide CSULB email address)

**Class Days/Times:** (List dates and times)

**Class Location:**

## Course Description

*(Insert course description from the catalog and/or departmental description here.)*

### Prerequisites:

### Course Goals/Student Learning Objectives

*(Insert goals and objectives here. Objectives and leaning outcomes must correspond to those listed in the Standard Course Outline (SCO). Objectives must be measurable, specific, and time related.)*

### Student Learning Outcomes (SLO)

Upon successful completion of this course, students will be able to:

* SLO1 *(insert learning objective 1)*
* SLO2 *(insert learning objective 2, etc.)*
* SLO3 *(insert learning objective 3)*
* SLO4 *(insert learning objective 4, etc.)*

## Required Texts/Readings

### Textbook

*(Insert the complete textbook citation here. Include ISBN and where students can buy the text.)*

### Other Readings

*(Insert the list of any additional readings here.)*

### Other equipment / material/technology requirements

*(Include as necessary e.g., if students need to obtain specific software to do homework, etc. here.)*

## BeachBoard Access

To access this course on [BeachBoard](https://bbcsulb.desire2learn.com/) you will need access to the Internet and a supported Web browser (Firefox is the recommended browser). You log in to [BeachBoard](https://bbcsulb.desire2learn.com/) with your CSULB Campus ID and BeachID password. Bookmark this link for future use, or you can always access it by going to [CSULB's Homepage](http://www.csulb.edu/) and clicking on the [BeachBoard](https://bbcsulb.desire2learn.com/) link at the top of the page.

Once logged in to BeachBoard, you will see the course listed in the My Courses widget on the right; click on the title to enter the course.

## iClicker

*(If you plan on using iClicker in your class, please see the Beachboard help file for suggestions on what to include in your syllabus -* [*iClicker Help Page*](http://www.csulb.edu/divisions/aa/academic_technology/itss/collaboration/clickers/iclicker_syllabus.html)*)*

## Course Schedule (Sample)

| Week | Due Date | Topics, Readings, Assignments |
| --- | --- | --- |
| 1 | August 29th | Read course syllabus and assignment rubrics |
| 2 | September 2nd | Read Jones and Smith, Preface- Chapter 1 |
| 3 | September 16th | Read Jones and Smith, Chapters 3-5 |
| 4 | September 23rd | Read Jones and Smith, Chapters 6-7 |
| 5 | September 30th | Assignment One |
| 6 | October 7th | Read Article by Dave McCoy |
| 7 | October 14th | Read Article by Sarah Carey |
| 8 | October 21st | Read Jones and Smith, Chapter 8 |
| 9 | October 28th | Read Jones and Smith Chapters 9-11 |
| 10 | November 4th | Assignment Two |
| 11 | November 11th | Read Chapter 13 |
| 12 | November 18th | Read Article by Peter Bowles |
| 13 | November 25th | Read Jones and Smith, Chapter 14-15 |
| 14 | December 9th | Thanksgiving Break |
| 15 | December 16th | Group Presentation |
| 16 |  | Assignment Three |
|  |  | Final Exam |

## Course Policies and Requirements

### Grading Policy

*(Specify grading policies including how grades are determined, what grades are possible, whether extra credit is available, what the penalty is for late or missed work, and what constitutes a passing grade for the course. Include the date of the final exam/s. If you grade on participation, indicators on how participations will be assessed should be included.)*

### Evaluation Method (example)

| Assignment | Points | Weight |
| --- | --- | --- |
| First Exam | 25 | 25% |
| Second Exam | 25 | 25% |
| Final Exam | 25 | 25% |
| Group Presentation | 15 | 15% |
| Journals | 5 | 5% |
| Attendance and Participation | 5 | 5% |

### Course Grading Scale (example)

| Percent Range | Letter Grade |
| --- | --- |
| 90-100% | A |
| 89-80% | B |
| 79-70% | C |
| 69-70% | D |
| Below 64% | F |

### Communication Policy

*(Insert your policy on how you will communicate with your students and how you want your students to communicate with you – by email, text, or Beachboard for example. Please include the time frame students can expect a response. Use sample statement below or customize as applicable.)*

We will use BeachBoard to make announcements, communicate information, post assignments and corresponding due dates, and discuss course-related topics. Please note: It is the student’s responsibility to check BeachBoard a minimum of once per week, as it will contain important information about upcoming class assignments, activities, and other elements of the course. Students should also be sure to check their CSULB email accounts a minimum of once per week to receive important communications about the course from the instructor or other enrolled students.

### Late Work/Make-Up Policy

*(Insert your policy on late work and making up work.)*

### Plagiarism/Academic Integrity Policy

There is zero tolerance for cheating, plagiarism, or any other violation of academic integrity in this course. Work submitted is assumed to be original unless your source material is documented appropriately using proper citations. Using the ideas or words of another person, even a peer, or a web site, as if it were your own, is plagiarism. Any individual or group caught cheating on homework, or any exam/quiz will be subjected to the full extent of academic actions allowed under University regulations. It is your responsibility to review the University policy on [Cheating and Plagiarism](http://web.csulb.edu/colleges/cba/cheating) that governs your participation in courses at CSULB.

### University Withdrawal Policy

Class withdrawals during the final three weeks of instruction are not permitted except for a very serious and compelling reason such as accident or serious injury that is clearly beyond the student's control and the assignment of an Incomplete grade is not practical (see Grades - [CSULB Grading Homepage](http://www.csulb.edu/depts/enrollment/student_academic_records/grading.html)). Application for withdrawal from CSULB or from a class must be officially filed by the student with Enrollment Services whether the student has ever attended the class or not; otherwise, the student will receive a grade of "WU" (unauthorized withdrawal) in the course. Please refer to the CSULB Course Catalog - [CSULB Grading Homepage](http://www.csulb.edu/depts/enrollment/student_academic_records/grading.html) for more detailed information.

### Attendance Policy

Students are expected to attend classes regularly. For more information on attendance and absences, please refer to the CSULB Attendance Policy - [CSULB Attendance Policy Homepage](http://www.csulb.edu/academic-senate/policy-statement-17-17-attendance-policy-supersedes-01-01).

(*Instructors may insert additional classroom rules here.)*

### Technical Assistance

If you need technical assistance at any time during the course or need to report a problem with BeachBoard, please contact the Technology Help Desk using their online form - [AT Help Form Homepage](http://www.csulb.edu/divisions/aa/academic_technology/thd/contact/) or by phone at (562) 985-4959 or visit them on campus in the Horn Center or in the Library.

### Accommodations

The Bob Murphy Access Center (BMAC) provides certification for students with disabilities and helps arrange relevant accommodations: [Bob Murphy Access Center](https://web.csulb.edu/divisions/students/dss/). Any student requesting academic accommodations based on a disability is strongly encouraged to register with BMAC each semester. A letter of verification for approved accommodations can be obtained from BMAC. Please be sure to provide your instructor with BMAC verification of accommodations as early in the semester as possible.  The phone number for BMAC is (562) 985 5401. The email address is:  [bmac@csulb.edu](mailto:bmac@csulb.edu).

## Additional Information

### Share the following information in your syllabus or BeachBoard shell:

* [Student Center](https://www.csulb.edu/enrollment-services/mycsulb-student-center)
* [The Learning Center (Academic Coaching)](http://www.csulb.edu/academic-advising/the-learning-center)
* [University Writing Center](https://www.csulb.edu/university-writing-center)
* [Bob Murphy Access Center (BMAC), formerly known as Disabled Student Services (OSD)](http://web.csulb.edu/divisions/students/dss/)
* [University Library](https://www.csulb.edu/university-library)
* [Academic Advising Services](https://www.csulb.edu/academic-advising)
* [Office of the Dean of Students](http://web.csulb.edu/divisions/students/studentdean/)
* [Counseling and Psychological Services (CAPS)](http://web.csulb.edu/divisions/students/caps/)
* [Student Health Services](http://web.csulb.edu/divisions/students/shs/)

### Student Support Services

(*This is an optional section of the syllabus, and the sample text below may be adapted as needed*.)

The Division of Student Affairs has prepared a helpful guide, [COVID-19 Resources for Students](https://web.csulb.edu/divisions/students/documents/2020_COVID19_StudentResourceBook_ADA.pdf). A full list of student support services is also available on the [Programs and Services](http://web.csulb.edu/divisions/students/programs.html) website. All units and programs are offering services, primarily in a virtual format; visit individual websites for up-to-date contact information.

For questions related to your program of study, schedule planning and tutoring, please contact the [COB Center for Student Success](https://www.csulb.edu/college-of-business/center-for-student-success-css).

Any student who is facing academic or personal challenges due to difficulty in affording groceries/food and/or lacking a safe and stable living environment is urged to contact the [CSULB Student Emergency Intervention & Wellness Program](http://web.csulb.edu/divisions/students/seiwp/index.html). Additional resources are available via [Basic Needs Program](http://web.csulb.edu/divisions/students/basic_needs_program/). The students can also email [supportingstudents@csulb.edu](mailto:supportingstudents@csulb.edu), call (562)985-2038, or if comfortable, reach out to the instructor as they may be able to identify additional resources. For mental health assistance, please check out [CSULB Counseling and Psychological Services (CAPS).](http://web.csulb.edu/divisions/students/caps/)

### Syllabus Changes

(*This is an optional section of the syllabus, and the sample text below may be adapted as needed.*)

The instructor reserves the right to alter this syllabus and/or the structure of the course, including components of the BeachBoard platform, assignments, and deadlines, if situations that arise that necessitate doing so.