Course Syllabus Checklist

CSULB Department of Dance (Fall 2016)

Faculty may wish to create syllabi working with the University Sample Syllabus Template. Many of the requirements are already built in, and you can simply add your personal course information. Available under Class Management at:
http://web.csulb.edu/depts/dance/faculty_resources.html

☐ Instructor name, office number, email address (need to use CSULB address), and office hours. Please consult the current Faculty Office Hours policy (PS 14-15), available at web.csulb.edu/divisions/aa/grad_undergrad/senate/policy/academic/alphabetical/FacultyOfficeHours.html. Be very clear in your syllabus regarding the mode of your office hours. Please note: if you are only teaching one traditional course, you must still hold one office hour in your office; no other modes of office hours are permissible.

☐ Class term, meeting times, and location (please use our Dance studio names and University designations, such as Studio 1/DCS-123). To verify these, consult the Class Schedule at http://web.csulb.edu/depts/enrollment/registration/class_schedule/.

☐ Expected Student Learning Outcomes. Please review Department/Program SLOs at http://web.csulb.edu/depts/dance/slo.html Each syllabus should contain at least 3-6 SLOs that specifically outline expected outcomes, not processes, for students taking the course. For information regarding writing SLOs, visit this guide on the website of the College of Education:
https://www.ced.csulb.edu/offices/assessment-office/writing-student-learning-outcome

☐ Required text(s) and/or materials and information on any course fee. Note: course fees are determined at the Department level—Dance currently does not offer any courses requiring the collection of a course fee. http://www.csulb.edu/depts/enrollment/registration/misc_fees.html.
NEW—If you require students to see a dance concert or event on or off-campus, please provide a range of prices that they may have to spend in order to fulfill the assignment.

☐ Types and sequence of assignments and basis for assigning course grade. No assignment/requirement may count for more than 30% of the final grade of a course. University grading policies may be found here:
www.csulb.edu/divisions/aa/catalog/current/academic_regulations/part_one_definitions.html
[Note to faculty: Students may elect to take courses credit/no-credit (CR/NC) for any course except those designated as “letter grade only” (all dance major courses are “letter grade only” except DANC 112 and 114). You may choose to mention the option in your syllabus or not, but the option remains.]

☐ How the instructor will interpret the University withdrawal policy in this class. For reference, visit www.csulb.edu/divisions/aa/catalog/current/academic_regulations/part_one_definitions.html#withdrawal

☐ A statement of, or reference to, where students may find attendance policies and provision for makeup of assignments when there is an excused absence. The following courses may utilize the Department Non-Major Technique class policy sheet, which is at Faculty Resources (http://www.csulb.edu/depts/dance/faculty_resources.html) and must be placed on your course

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Beachboard: 106, 109, 111, 113, 114, 115, 214. The following courses may utilize the Department Major Technique class policy sheet, also available at Faculty Resources, that must be placed on your course Beachboard: 120, 152, 154, 161, 216, 220, 252, 254, 312, 314, 315, 316, 320, 412, 414. EVEN IF USING DEPARTMENT ABSENCE POLICIES, YOU NEED TO HAVE INFORMATION IN YOUR SYLLABUS THAT RELATES TO THIS AREA AND REFERS STUDENTS TO THE APPROPRIATE DEPARTMENT POLICY. Department absence policy sheets do not determine how each instructor handles makeup assignments when there is an excused absence.

The University Policy regarding attendance can be found here: http://www.csulb.edu/divisions/aa/catalog/current/academic_information/class_attendance.html

☐ A reminder that it is the student’s responsibility to notify the instructor in advance of the need for accommodation of a university verified disability. See http://www.csulb.edu/divisions/students/dss/ for additional information.

☐ Other information essential to the course, for example safety information, information about online resources (such as Beachboard), information about assignments that must be accomplished at off-campus locations (field trips or service learning), discuss any needed interpretation of “General Regulations and Procedures” in the Catalog, especially with regard to cheating and plagiarism.

Beachboard technical requirements:
www.csulb.edu/divisions/aa/academic_technology/itss/beachboard/d2l/browser_issues_solutions.html

Beachboard help:
http://www.csulb.edu/divisions/aa/academic_technology/itss/beachboard/help/index.html

University Cheating and Plagiarism Policies:
http://www.csulb.edu/divisions/aa/catalog/current/academic_information/cheating_plagiarism.html

☐ If teaching a course using hybrid, local online, or distance education course delivery, explain the following issues in the syllabus:
  o How the instructor will communicate with the students and how the students will communicate with each other.
  o How online participation will be assessed and graded.
  o How the instructor will monitor the online activities of the students.
  o How the standards of appropriate online behavior will be maintained.
  o The level of technical competence required of the students
  o What the minimum computer hardware and software requirements are for the class, and what department, college, or University facilities are available to support these requirements for students who cannot afford to buy the technology.
  o The alternative procedures for submitting work in the event of technical breakdowns; the on-campus meeting requirements, if any; how academic honesty will be enforced. If some of the information is subject to change, that fact should be noted in the syllabus (e.g. due dates and exam dates).

☐ If you have questions or are unsure whether or not you have met these requirements, have your syllabus reviewed by Asst. Chair Colleen Dunagan (colleen.dunagan@csulb.edu) or Chair Andy Vaca (Andrew.vaca@csulb.edu).

☐ Submit a copy of your syllabus to Sylvia at Sylvia.rodriguez@csulb.edu by the end of the first week of the semester.
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☐ Create an accessible PDF version of your syllabus and upload it to your course Beachboard account. Though students often request Word versions of assignments for ease of completing them, do not upload Word versions of syllabi—they can be easily changed.