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| --- | --- | --- |
| # | Item | Present? |
| 1 | Course title and instructor.   |  |
| 2 | The availability of the instructor outside of the class, including office hours, office location, office telephone number and email address.   |  |
| 3 | Prerequisites/co-requisites for the course.   |  |
| 4 | Course description including both catalog description and the unit value.   |  |
| 15 | Explicit notation (traditional /on ground vs. virtual meeting) and location of class meetings.   |  |
| 6 | Required texts and other materials.   |  |
| 5 | Student learning outcomes for the course.   |  |
| 10 | Course requirements, including reading and assignments, exams and other types of assessments of student work.   |  |
| 11 | The instructor's grading policy including grading scale and weighted value of assignments/tests.   |  |
| 12 | Policy on attendance, assignment due dates and submission of late work and missed exams.   |  |
| 17 | A policy regarding extra credit, including a statement indicating it is available to all students.   |  |
| 14 | A tentative schedule of class meetings and topics.   |  |
| 16 | A schedule of all assignment due dates and examinations.   |  |
| 7 | Required computer software/hardware capabilities.   |  |
| 8 | Computer literacy skill expectations for students enrolled in the course.   |  |
| 9 | A specific reference to the University Catalog's statement regarding Academic Integrity and plagiarism expectations.   |  |
| 13 | A specific reference to the University Catalogs statement regarding accommodations for individuals with disabilities including services provided by, and contact information (telephone number and email address) of Disabled Student Services.   |  |
| 18 | A statement that clarifies behavior expectations, as well as the consequences of disrespectful or disruptive behavior.   |  |

Syllabus Content Checklist

# This is the number of the item in AA 2015-03

University-approved biolerplate:

**Academic Integrity**: Cheating or plagiarism is subject to discipline as provided in Title 5, California Code of Regulations. See the University Catalog under Academic Integrity for further information.

You will want more specifics on what is and what is not allowed in your class. The following is an example, but your mileage may vary:

Students should recognize that academic misconduct hurts the reputation of the university, and thus the value of their degrees. All students are urged to report any cases of academic misconduct to me, anonymously if desired, and I will take the appropriate steps to ensure that the rigor of our program is maintained. EXAMS: no cellphone use of any kind is allowed during exams. Cellphones will be turned off and secured in your bookbag, which will be placed on the floor for the duration of the exam. PLAGIARISM: it is imperative that you cite all your sources on assignments. Academic misconduct of any kind, including cheating on exams and plagiarism, will result in a grade of F for the course, and possibly other sanctions.

**CSUDH adheres to the Americans with Disabilities Act** with respect to providing reasonable accommodations for students with temporary and permanent disabilities. To receive accommodations, students with disabilities must register with Students disAbility Resource Center. For more information, please contact their office in Welch Hall D-180 at (310) 243-3660 (voice) or (310) 243-2028 (TDD).

**Computer/Information Literacy Expectations for Students enrolled in this class:**

Students in this class are expected to: 1) use the university email system (Toromail), 2) use Blackboard, 3) use word processing and spreadsheet programs for assignments (e.g., Microsoft Word, OpenOffice Calc), 4) be able to access assigned websites through the internet, 5) use the Library databases to find peer-reviewed journal literature, and 6) be able to paraphrase concepts without plagiarizing. For additional information about computing on campus, including tutorials, students should go to: <http://www.csudh.edu/infotech/labs> or <http://www.csudh.edu/infotech/student_index.shtml>

**Disruptive Students:** Behavior that persistently or grossly interferes with classroom activities is considered disruptive behavior and may be subject to disciplinary action. Such behavior inhibits other students' ability to learn and an instructor's ability to teach. The instructor may require a student responsible for disruptive behavior to leave class pending discussion and resolution of the problem and may report a disruptive student to the Student Affairs Office (WH A-410, 310-243-3784) for disciplinary action.​