DELETE THIS PAGE 1 OF INSTRUCTION AFTER COMPLETING YOUR SYLLABUS

# How to Use This Template to Update Your Previous Syllabus

## Read Me First

This template meets the CSUSM Syllabus Guidelines as recommended by the Academic Senate. Items that are optional are designated as such within the template. Information in parentheses are items that you need to insert or replace.

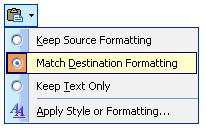
There are two simple methods to create your new accessible syllabus with this template.

## Direct Input Method

1. Save this template on your desktop.
2. Highlight the text that you want to change and type directly over it. Text in the template will be replaced.

## Copy and Paste Method

You can transfer text from your previous syllabus to this template with the Copy and Paste functions in Word.

1. Save this template on your desktop.
2. Open both your previous syllabus and this template in Word.
3. In your previous syllabus, copy the text that you want to transfer.
4. In the template, highlight the corresponding text that you want to replace.
5. Paste your copied text over the highlighted text in the new template.
6. A Paste function icon will appear next to the copied text. Paste icon in Word
7. Click on the downward arrow in this icon and choose the “Match Destination Formatting” option in the pop down list.   
   
8. The Style and Formatting of the pasted text will confirm to the template’s.

*If you have questions about using this template, please contact Academic Technology Services at ids@csusm.edu.*

# California State University San Marcos School/Department Course Number, Course Name (as it appears in the catalog), Semester

How to use this template to update your previous syllabus: DELETE THIS TEXT BOX AFTER COMPLETION

**1**. Open both of your previous syllabus and this template in Word. **2.** In your previous syllabus, copy the text that you want to transfer. Information is saved on your Clipboard. **3.** In this template, highlight the corresponding text/location for your copied information and paste over the text/location.The new Styles of text will conform to the Styles prescribed in the template. **4.** Of course you can always just type directly in this template to replace the text. **Notice:** *information in parentheses are instructions that you need to replace or delete.*

|  |  |
| --- | --- |
| Instructor(s): | (Your name) |
| Office Location: | (Building and room number) |
| Telephone: | (area code) (telephone number) |
| Email: | (Your email address) |
| Office Hours: | (Days and time) |
| Meeting times: | (Days and time) |
| Classroom: | (Building and room number) |
| Prerequisites and/or co-requisites: | (If none, delete this row) |

## Course Description

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

## Course Learning Objectives

(Insert course learning objectives that communicate what students can expect to learn.)

## 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 requirements (optional)

(Include as necessary e.g., if students need a VHS tape for recording, obtain specific software to do homework, etc. here.)

## Course requirements (number of exams, assignments, etc)

Include any special requirements such as attendance at outside events or Service Learning activities.

## Grading Standards

Include any schemes for indicating relative weight of assignments, and attendance policies.

## Policy on late work and/or missed exams

Replace this text with the policy on late work and/or missed exams

## General Education course

If this is a general education course, include a statement on how the writing requirement is satisfied in the course

## Schedule

Give sufficient detail so that students understand what percentage of the course is spent on various topics.

## Academic Honesty

Students will be expected to adhere to standards of academic honesty and integrity, as outlined in the Student Academic Honesty Policy. All assignments must be original work, clear and error-free. All ideas/material that are borrowed from other sources must have appropriate references to the original sources. Any quoted material should give credit to the source and be punctuated accordingly.

Academic Honesty and Integrity: Students are responsible for honest completion and representation of their work. Your course catalog details the ethical standards and penalties for infractions. There will be zero tolerance for infractions. If you believe there has been an infraction by someone in the class, please bring it to the instructor’s attention. The instructor reserves the right to discipline any student for academic dishonesty, in accordance with the general rules and regulations of the university. Disciplinary action may include the lowering of grades and/or the assignment of a failing grade for an exam, assignment, or the class as a whole.

http://lynx.csusm.edu/policies/procedure\_online.asp?ID=187

## ADA Statement

Example: Students with disabilities who require reasonable accommodations must be approved for services by providing appropriate and recent documentation to the Office of Disabled Student Services (DSS). This office is located in Craven Hall 5205, and can be contacted by phone at (760) 750-4905, or TTY (760) 750-4909. Students authorized by DSS to receive reasonable accommodations should meet with me during my office hours in order to ensure confidentiality.

Course Schedule

| Week | Date | Topics, Readings, Assignments, Deadlines |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |
| 15 |  |  |
| 16 |  |  |
| Final Exam |  | Venue and Time |