# [Course number] Syllabus

## [COURSE TITLE]

[SEMESTER & YEAR]  
Section [NUMBER]: Online  
Course Management: [Canvas](http://www.cuyamaca.edu/canvas/)

## Instructor Information

[NAME]  
[FIRST.LAST]@gcccd.edu  
[OTHER CONTACT INFO (phone, zoom, twitter, etc.)]  
Office: room   
Office hours:

CONTACT ME if you need help! You should hear back from me by the next day (2 days on the weekend)



## Welcome!

[Recommended - edit to suit your class]

## Hi! I'm \_\_ and I'll be your teacher for \_\_.

## [A few sentences about you, your educational journey, and what you love about your field and/or teaching.]

### Communication and Contact

[[Regular and Effective contact](https://www.cuyamaca.edu/faculty-staff/teaching-online/docs/CuyamacaDE-RegularAndEffectiveContactPolicy.pdf) is required by state and federal law. Edit sample below]

I’m looking forward to working with you this semester and you can expect me to be active in the course. I’ll post announcements every week, offer office hours online with Zoom, facilitate class discussions in Canvas, and provide feedback on all assignments (usually within a week). You’ll have opportunities to interact with other students via discussion, peer review, and Zoom conferences. Please reach out to me if you want help - that’s why I’m here! You can expect to hear back within a day or two on weekends.

## What you Need

[include materials specific to online learning - edit to suit your situation]

1. You'll need a desktop computer, laptop computer, tablet, or phone.
2. You will need reliable access to Internet. High speed Internet is important if you learn best by watching video.
3. You'll need to SAVE and BACK UP your work. Many students use a USB Flash Drive or cloud-based solution like [Dropbox](https://www.dropbox.com), [iCloud](https://www.icloud.com/), or [Google Drive](https://www.google.com/drive/).
4. This class doesn’t require a textbook but there is a recommended book if that helps you learn.
5. Success in an online class requires proficiency with technology. You need to know file management, email, and how to use a browser, and how to copy and paste.

You may use [campus computer labs](http://www.cuyamaca.edu/academics/support/computer-labs/default.aspx) if needed.

## How the Class Works

[Recommended - edit to suit your class]

* This course follows a weekly schedule. Each week you'll interact with your peers and teacher in online discussions and you will complete assignments. The weekly schedule allows us to learn from one another while keeping us on a path towards achieving the learning goals.
* The course is designed to take about \_\_ hours per week. Although you will work at your own pace, there are scheduled due dates within each unit.
* The course has \_\_ weekly modules. Each module starts on Monday but I usually open them a few days early.
* You should schedule time each Monday (or earlier) to log in and review the module to plan your week.
* Plan to log in to the course several times each week. Discussions are usually due \_\_\_\_ and other assignments are usually due \_\_\_\_\_.
* Feedback will be provided with each assignment, so review comments and fix mistakes quickly. Then you can resubmit for a regrade.
* Your participation is important to the success of this course. Our schedules can be hectic and unexpected things can come up. Please contact me if you fall behind.

This course uses **Canvas** for class management (discussion, turning in work, quizzes, grades, etc.). You should see the course when you login to Canvas as soon as the semester begins. To get started with Canvas, please

* See [Canvas Help for Students](https://www.cuyamaca.edu/student-support/technology-center/online-success/canvas-help-for-students.php)
* Review [Canvas introduction course](http://bit.ly/learn-canvas) (as needed)
* Check your [WebAdvisor](https://wa.gcccd.edu/) email address: login to WebAdvisor and click   
  Account Information > Update Personal Information.
* Canvas should notify you when your teacher posts announcements or grades assignments. See Account/Notification settings if this isn’t happening.

## Grading

[list of graded assignments and/or categories with division of points]

### Grading Policy for Online & Hybrid Classes

[edit sample below – your grading policy should clarify how to turn work in and what happens if work is late.]

See Canvas for assignment instructions and due dates and to submit work. There’s no penalty for late work but keeping up will make your learning experience more enjoyable and fruitful and will give you time to get help if you need it. All assignments are important, so don’t skip anything. Let me know if you fall more than a week behind so I can support you. I want you to succeed and am here to help!

I’m committed to timely feedback and do my best to grade assignments within a week of submission. Please see Canvas Grades for scores and feedback.

## Attendance Policy

[This is required by federal law to prevent financial aid fraud. Edit sample below.]

This class has work due in week 1, so plan to sign in to Canvas right away. I’ll contact you if I don’t see activity, but if there’s no response before the census date I’m required to drop you as a “no show.” It’s always best for you to drop classes you don’t want within the program adjustment period so you get a refund and don’t get a “W” grade. Plus, it’s just courteous - it takes time to contact students!

Active participation in an online or hybrid class means submitting assignments and taking quizzes on time, contributing to discussion regularly, and checking Canvas & email at least twice a week.  If you fall behind, I’ll contact you to help you make a plan to catch up. I really want you to succeed and will work with you! At some point, however, it’s just not possible to catch up. Because of this and federal guidelines to prevent financial aid fraud, students who do not participate will be dropped from the class.

## Class Schedule

[due dates for major assignments & exams, day to day agenda with topics, activities, homework, etc.]

## Important Dates

[see [Academic Calendar](https://www.cuyamaca.edu/academics/class-schedules-catalog-and-webadvisor/academic-calendar/index.php) for dates]

|  |  |
| --- | --- |
| **Date** | **Event** |
| August 21 | Classes begin |
| September 1 | Last day to add semester-length classes Last day to drop semester-length classes without a *W* Last day to receive a refund for semester-length classes |
| September 4 | Holiday (Labor Day) |
| September 5 | Census Day |
| September 22 | Last day to apply for Pass/No Pass for semester length classes |
| October 13 | Last day to apply for Fall degree/certificate |
| November 9 | Last day to drop semester-length classes |
| November 10-11 | Holiday (Veterans' Day Observed) |
| November 23-25 | Holiday (Thanksgiving) |
| December 11-16 | Final Examinations |

**Discussions**. Please post course related questions in the weekly discussions. Posts & replies in discussions are visible to the entire class. Your teacher will check discussions and grade/respond to them 1-2 times per week.

**Messages and E-Mail**. If you have a personal question, please contact your teacher using the Inbox tool within Canvas. Instructors receive all Canvas Messages via e-mail. Messages are preferred to email because sometimes student emails are filtered as spam. Expect a response by the next business day. Responses tend to be brief.

**Meet with your teacher.** Contact your teacher to arrange an in person or Zoom online meeting.

**Students with disabilities**. Notify your instructor and [Disabled Students Programs and Services](http://www.cuyamaca.edu/services/dsps/default.aspx) (DSPS) early in the semester so that reasonable accommodations may be implemented.

## Course Description

[COURSE DESCRIPTION, PURPOSE & SCOPE, HOW LEARNING WILL TAKE PLACE]

### Prerequisites

[COURSE PREREQS FROM OFFICIAL COURSE OUTLINE]

### Student Learning Outcomes

[LIST OF SLO’s from course outline - contact Dept. chair/coordinator or see [Office of Instruction Intranet](https://intra.cuyamaca.edu/in/oi/curriculum/outlines/) for official course outline]

At the end of this course, each student will be able to:

1. [SLO 1]
2. [SLO 2]
3. [SLO 3]

## Additional Elements

Additional elements may include:

* listing full course assignments and their sequence
* recommendations for study habits appropriate for your course and for your online course
* a general grading scale with grade point values
* directions to where to find support and assistance with course work (e.g., writing center, tutoring services)
* available accommodations for students with disabilities
* rules regarding plagiarism, academic dishonesty, and intellectual property
* an honor code and/or behavioral guidelines
* teacher expectations
* a contract of agreement for your students to sign with regards to responsibility, behavior, and policies
* some words of encouragement to help with student motivation and confidence

*This course adheres to the policies outlined in the Cuyamaca College catalogue. For further information, see Academic Policies stated in the catalog.*