E:\Development\valenciacollege.edu\images\logos\valencia-college-logo-red.png

Instructor/Department

# Course Number, Title, Section, Semester and Year

| **Instructor:** | xx |
| --- | --- |
| **Office location:** | xx |
| **Telephone:** | xx |
| **E-mail:** | (or specify Blackboard Messages) |
| **Office hours:** | xx |
| **Class days and times** | xx |
| **Classroom:** | xx |
| **Prerequisites:** | xx |

## Course Usage of Blackboard Learn

Copies of the course syllabus and major assignments may be found on Blackboard Learn. You are responsible for regularly checking the online resources, which is accessed through Blackboard. [Insert applicable information regarding your online resources, and expectations for how students will use the system.]

## Course Description and Goals

Insert course description, catalog and/or departmental description here.

## Student Learning Objectives

Objectives must be measurable, specific, and time-related.

Course Content Learning Outcomes  
Upon successful completion of this course, students will be able to:

LO1…

LO2…

## Required Texts/Readings (note where available)

### Textbook

List textbook and any other required and recommended reading materials here. For textbooks, include the full citation and ISBN numbers.

### Other readings (or recommended readings)

Include as necessary, alter heading, or delete this paragraph and heading

### Other equipment requirements

Include as necessary, alter heading, or delete this paragraph and heading

## Library Liaison (if applicable)

## Classroom Protocol

Note expectations for participations, attendance, arrival times, behavior, safety, cell phone use, etc.

## Dropping and Adding

You are responsible for understanding the policies and procedures about add/drops, academic renewal, etc., found in . You should be aware of the new deadlines and penalties for adding and dropping classes.

## Assignments and Grading Policy

Enumerate and briefly describe assignments for the course and indicate alignment with learning outcomes. Include information about due dates and assignment weights. Specify grading policies including how grades are determined, what grades are possible, whether extra credit are available, what the penalty is for late or missed word and what constitutes a passing grade for the course.

## University Policies and Campus Resources

### Academic Integrity

Students are expected to be familiar with the University’s Academic Integrity Policy. Your own commitment to learning, as evidenced by your enrollment at California State University, Chico, and the University’s Academic Integrity Policy requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the Office of Student Judicial Affairs. The policy on academic integrity and other resources related to student conduct can be found on the  [Student Judicial Affairs web site](http://www.csuchico.edu/sjd/integrity.shtml).

### IT Support Services (Optional)

Enter the location of campus resources.

### Student Services (Optional)

Student services are designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. Students can find support for services such as skills assessment, individual or group tutorials, subject advising, learning assistance, basic skills development. Student services information can be found at <http://valenciacollege.edu/student-services/> .

### Americans with Disabilities Act

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

# Course Title/Number Course Schedule

*(Note: subject to change with fair notice.) List the agenda for the semester including when and where the final exam will be held.*

| Week | Date | Topics, Readings, Assignments, Deadlines |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |
| 15 |  |  |
| 16 |  |  |
| 17 |  |  |