# [Course #, Course Title] [Section 0000 - Course Syllabus]

## Course Description

[Add the Course description that is in the course outline of record. Look up the course outline on the online Schedule of Classes. After locating your course in the Schedule, there is a Course Outline radial button in the upper-right corner. There is also a link in your Faculty Portal Home page under “myCurriculum.” You can search for any [Course Outline of Record](https://portal.santarosa.edu/SRweb/SR_CourseOutlines.aspx).]

## Student Learning Outcomes

[Add the Student Learning Outcomes that is in the course outline of record. Instructors are required by the college to include in the syllabus either (1) the Student Learning Outcomes or (2) provide the URL to the course outline of record, which includes SLOs.]

## Class Meetings

[Will there be synchronous meetings required for your class? If so, when? Or will all material and activities be offered asynchronously, meaning the students can access them anytime?]

## Instructor Contact

### [Your Name Here]

Email: [ @santarosa.edu ]

Phone: (707) xxx-xxxx

Office Hours: [days, hours, place]

I respond to emails with [xx ] hours.

## Course Web Site

Students will use the Canvas course web site for assignment instructions, submitting assignments, viewing classmate's work, sharing resources, and viewing grades.

## Announcements

The instructor may use Canvas Announcements for urgent and important messages, so it’s strongly suggested that you set your Canvas notification preferences for Announcement to “Notify me right away.” See these Canvas help resources:

* [Notification Preferences (Video)](https://community.canvaslms.com/videos/1072-notification-preferences-all-users)
* [How do I add contact methods to receive Canvas notifications as a student?](https://community.canvaslms.com/docs/DOC-10593-4212710335)
* [How do I set my Canvas notification preferences as a student?](https://community.canvaslms.com/docs/DOC-10624-4212710344)

## Textbook

[Title of book including edition number. AUTHOR and ISBN #]

You can locate and order textbooks online via the [SRJC Bookstore](http://www.bkstr.com/santarosastore/home/en). Note that if you want to pick your books up in Petaluma, you need to order them from the Petaluma Bookstore website.

## Required Software

You will need the following software for this course. [If linking to PDF or Word documents, QuickTime or Flash videos, put in a link to the helper applications in your Syllabus or Getting Started section of your course materials.]

* [Adobe Reader](http://get.adobe.com/reader/)
* [Open Office](https://www.openoffice.org/download/index.html)

## Important Dates

Day Class Begins: [Find these dates in your Faculty Portal when you View Roster > Display Roster.]

Day Class Ends: [You can also find a table of the dates in the online schedule by clicking on the Date Begin/End link when viewing a course.]

Last Day to Add without instructor's approval: xx

Last Day to Drop with refund: xx

Last Day to Add with instructor's approval: xx

Last Day to Drop without a 'W' symbol: xx

Last Day to Opt for Pass/No Pass: xx

Last Day to Drop with a 'W' symbol: xx

## Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it to avoid getting no refund (after 10% of course length), a W symbol (after 20%), or a grade (after 60%). Also, for several consecutive, unexplained absences, the instructor may drop a student.

## Pass‐NoPass (P/NP)

You may take this class P/NP. You must decide before the deadline, and add the option online with TLC or file the P/NP form with Admissions and Records. With a grade of C or better, you will get P.

You must file for the P/NP option by [**date]**. Once you decide to go for P/NP, you cannot change back to a letter grade. If you are taking this course as part of a certificate program, you can probably still take the class P/NP. Check with a counselor to be sure.

## Instructor Announcements and Q&A Forum

## The instructor will post announcements on the “Instructor Announcements” page in Canvas throughout the semester. Canvas notifies students according to their preferred Notification Preferences as soon as the instructor creates an Announcement. A “Q&A Forum” is also on Canvas to ask for assistance of your classmates or of instructor.

## Attendance

Students who fail to attend the first class (face-to-face courses) or do not log-in to an online class after the second week will be dropped from the class. It is strongly advised that if you need to miss more than one class/homework deadline in a row that you contact me to avoid being dropped from the class.

## Late Policy

All assignments are due [at midnight PST?] on the due date. A late submission will receive a 20% penalty. Submissions more than one week late are not accepted without prior arrangement. Late work will not be graded unless student sends instructor an email with URL for late work.

## Exams

There will be [online midterm and final] exams. The material comes from the textbook, class lectures and supplemental materials. If any exam is missed, a zero will be recorded as the score. It is your responsibility to take the online exams by the due date.

## Grading Policy

Visit the “Grades” in Canvas to keep track of your grades. I grade [once a week] and post grades and comments on the online Canvas gradebook.

Grades will be assigned as follows:

| A | 90% | xxx points or more |
| --- | --- | --- |
| B | 80% | xxx to xxx points |
| C | 70% | xxx to xxx points |
| D | 60% | xxx to xxx points |

If taking Pass/No Pass you need at least 70% of the total class points and complete the

midterm exam and the final exam to pass the class.

## Standards of Conduct

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the [Student Code of Conduct page.](https://student-conduct.santarosa.edu/code-conduct-0)

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. I encourage students to share information and ideas, but not their work. See these links on Plagiarism:   
[SRJC Writing Center Lessons on avoiding plagiarism](http://srjcwritingcenter.com/research/plagiarism/plagiarism.html)  
[SRJC's policy on Academic Integrity](http://www.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A63TMC78051C)

## Special Needs

Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (527-4278), as soon as possible to better ensure such accommodations are implemented in a timely fashion.

## Schedule

If any changes are made to the class schedule during the semester, I will update this Schedule and post an Instructor Announcement on Canvas.

| **Module** | **Due Date** | **Activity** | **Points Possible** | **Notes** |
| --- | --- | --- | --- | --- |
| Module 1 |  |  |  |  |
| Module 2 |  |  |  |  |
| Module 3 |  |  |  |  |
| Module 4 |  |  |  |  |
| Module 5 |  |  |  |  |
| Module 6 |  |  |  |  |
| Module 7 |  |  |  |  |
| Module 8 |  |  |  |  |
| Module 9 |  |  |  |  |
| Module 10 |  |  |  |  |
| Module 11 |  |  |  |  |
| Module 12 |  |  |  |  |
| Module 13 |  |  |  |  |
| Module 14 |  |  |  |  |
| Module 15 |  |  |  |  |
| Module 16 |  | Final Exam |  |  |