COURSE SYLLABUS

FRESNO STATE

Course Name Syllabus
Spring 2025

NOTE: This is a shared document. Please make a copy of this document to make edits.

1. In the menu, click File > Make a copy.

2. Type a name and choose where to save it.

3. Click OK.

After completing your changes to this template, update this table of contents, go to References>Update Table and select Update Page Numbers Only.

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Instructor Information

Instructor Name:
Department:
Email / Telephone:
Office:
Student Support Hours: (days/times)

Course Information

Course Modality: If the course is online, hybrid, or blended, clearly specify as such.
Course ID:
Units:
Class Meeting Location & Time: (zoom link if applicable)
Canvas: fresnostate.instructure.com
Prerequisites:
Course description: Give a brief description of the course (you can copy from catalog if feasible or adapt from the catalog at catalog.fresnostate.edu). In addition, explain how the course fits into the curriculum. Why should a student take the course? Also include course fees, if any. You may wish to include the following statement in this section: It is usually expected that students will spend approximately 2 hours of study time outside of class for every one hour in class. Since this is a _____unit class, you should expect to study an average of _____ hours outside of class each week.

Required Course Materials

Include required textbooks and any required supplemental academic materials. Also include required equipment for activities if your course has an activity component and any travel requirements of the course.

Course Specifics

Course goals: Briefly describe what you would like the students to achieve in the course.
Student Learning Outcomes: Learning outcomes may tie to your department/program Student Outcomes Assessment Plan (SOAP) as an integrated part of comprehensive student learning in your program/major. Please be sure to consult your SOAP when preparing this section. In general, learning outcomes are competency-based and measurable, in that they describe exactly what the student must do to demonstrate mastery of course material. Use specific language (e.g., analyze, compare, describe, list, formulate, derive) rather than terms such as "know" and "understand" which may have different meanings for students and instructors. For additional information, please refer to the departmental SOAP.

If your course is a General Education (GE) course, a Service-Learning course, or a Writing course, learning outcomes should be listed for them separately (e.g., required writing of 5,000 words of writing for a writing class and 2,000 words of writing for upper

division GE courses, requirement for service hours, etc.). Please refer to these policies for details:

Links: [General Education](), [Service Learning](), and [Writing (APM 216)]()

GE Program ePortfolio Requirement for Students (APM 215). Faculty teaching GE courses need to designate a course assignment that aligns with one or more of the GE learning outcomes for their area. When you set up your course in Canvas, use the GE ePortfolio Designation Tool in the Course Navigation menu to indicate the designated assignment. There is a GE Assessment for Faculty Canvas site that explains how to use this tool. The site provides substantial additional information to faculty members about GE Assessment. All GE faculty should have been invited to this Canvas site. If you have not been invited, or need to be re-invited, please email Dr. Douglas Fraleigh, University Director of Assessment ([douglasf@csufresno.edu]()).

From Fall 2018 to Spring 2023, students have been required to submit the designated assignment to their ePortfolio, in addition to submitting the assignment to the professor. Beginning in Fall 2023, the university has contracted with Canvas to develop an LTI (Learning Tools Interoperability) to seamlessly submit a copy of the designated assignment to their ePortfolio at the same time it is submitted to the professor. Consequently, students are no longer required to make a second submission to their ePortfolio.

GE Faculty need to indicate the designated assignment in their syllabus and indicate the GE Learning Outcome(s) with which the assignment is aligned. Also provide students with the contact email (below) if they have ePortfolio questions.

Please use the following language in your syllabus to inform students of the ePortfolio assignment:

GE ePortfolio Assignment. The ePortfolio assignment for this course is _____. This assignment will be concurrently submitted to your ePortfolio when you submit this assignment to the Canvas site for this course. This assignment aligns with GE Learning Outcome(s) _____. On the first page of your assignment, please indicate the Learning Outcome with which the assignment aligns. If you have questions about the ePortfolio requirement, please email them to [universityassessment@mail.fresnostate.edu]().

Course Requirements/Assignments: In this section, list all required work that makes up the total grade for the course, such as quizzes, exams, homework, paper, service hours, project and presentation, etc. Be sure to specify if attendance and/or participation is required and how it impacts student grades.

Instructions for significant assignments: If your course has a project, a paper, or other significant assignment, please give detailed requirements and instructions on how to complete them, such as length, fonts and/or number of references that must be used for the project/paper.

Attendance: Expectations for attendance must be clearly laid out. This is especially important for hybrid and HyFlex classes. In hybrid classes, the dates that attendance in

person is required must be clearly specified on the syllabus. In HyFlex classes, is there a limit on how many days a student may attend virtually? (Note: APM 241 requires that all attendance policies be provided to students in the syllabus at the beginning of the semester.)

Grading policy: List how grades are distributed and weighted by assignments to make 100% of the course grade. Your grading policy should include a description of how you calculate grades, if applicable (such as using a grading scale).

Explain exactly how you will calculate the course grades. What will be the point values and weightings for assignments, activities, and examinations? What will be the cut-off points on percent for each grade (e.g., 80 to 89% is B, etc.)? An optional "Assignment and Examination Schedule" with point values may be an efficient way to transmit some of this information (this is only an example for your reference):

A grade of _____ or better is required to pass this class.

Table 1 Assignment and Point Distribution

Assignment	Points/Percent
Exams (x @ y points each)	
Assignment…	

Table 2 Distribution of Letter Grade to Percent and Points

Letter Grade	Percent	Points
A		
B		
C		
D		
F		

Course Policies & Safety Issues

Clearly state your own class policies, concerns, or prohibitions, if any (e.g., talking in class, cell phones, chewing gum, tobacco, wearing baseball caps, reading newspapers in class or other distracting behavior, tape-recording the lecture, bringing visitors, children, or guests, etc.). Are students always expected to work independently, or is collaboration sometimes encouraged? Clearly state when students may or may not work together.

Please review [University Policies](#) to ensure coherence with any classroom policies and, in particular, the University Policy on Course Syllabi and Grading (APM 241)

You may wish to remind students "If you are absent from class, it is your responsibility to check on announcements made while you were away." If you intend to grade on participation or tardiness, be explicit in explaining how you will do so.

You should make it clear if you allow the use of audio/video recording of course lectures and the general guidelines for usage of electronic devices (Note: federal and state laws on student disability supersede your class policy on access to lecture/material). Also, if you allow recordings of course lectures, you need to make it clear that they are not to be shared with individuals who are not officially registered for the course and that they should be destroyed at the end of the semester.

You may want to include a statement describing appropriate behavior in your classroom, especially if your course includes student discussion of sensitive issues. The [University Policy on Disruptive Classroom Behavior](#) is well worth reading and can be found in the Class Schedule and the Academic Policy Manual. In addition to defining disruptive behavior and detailing formal procedures for dealing with it, the policy contains a useful description of the learning environment.

Late work and make-up work policy. Give your make-up work policy due to student absence. Finally, include your late work policy if that is separate from the make-up work policy, and make clear the requirements for attendance at the final examination and the impact on the student's grade. Please note that APM 232 requires that students be allowed to make up work missed during absences up to a single week for serious and compelling reasons that are documented. Therefore, a policy of "no late work" is out of compliance with the policy. APM 241 requires that these make-up policies be described in the syllabus.

Address safety issues if relevant. (labs, hazardous materials, shops, field work, etc.).

The following sections regarding COVID are subject to change given changing circumstances on-campus and in the community. Please check the [COVID website](#) for the most up-to-date information

Vaccination: The California State University system strongly recommends the COVID-19 vaccination and booster for all students, faculty, and staff. As a reminder, you are eligible for a booster five (5) months after receiving a final dose of the Pfizer or Moderna vaccine; or two (2) months after receiving a Johnson & Johnson vaccine.

Face Coverings: Fresno State no longer requires masks to be worn indoors, but based on updated guidance from public health experts, the University highly recommends that all students, faculty, and staff, regardless of vaccination status, wear a surgical grade or KN95 mask indoors. Faculty will continue to have the discretion to require face coverings for their in-person classes as they evaluate the health and safety needs of their individual classroom environments.

Testing: The campus was fortunate to receive the Higher Education Emergency Relief (HEERF) Funds during the pandemic and through June 2023 but funds are no longer available. Students will still be able to obtain free kits from the Student Health and Counseling Center. Additionally, free COVID-19 test options are offered by the Fresno County Department of Public Health.

Please remember that the same student conduct rules that are used for in-person classroom instruction also apply for virtual/online classrooms. Students are prohibited from any unauthorized recording, dissemination, or publication of any academic presentation, including any online classroom instruction, for any commercial purpose. In addition, students may not record or use virtual/online instruction in any manner that would violate copyright law. Students are to use all online/virtual instruction exclusively for the educational purpose of the online class in which the instruction is being provided. Students may not re-record any online recordings or post any online recordings in any other format (e.g., electronic, video, social media, audio recording, web page, internet, hard paper copy, etc.) for any purpose without the explicit written permission of the faculty member providing the instruction. Exceptions for disability-related accommodations will be addressed by Student Disability Services working in conjunction with the student and faculty member.

The course policies that appear below are not required, though they reflect common student concerns and issues that arise at the Student Academic Petitions Committee. Responding to those that apply in the course syllabus has generally been found to be helpful.

Plagiarism Detection: The campus subscribes to Turnitin, a plagiarism prevention service, through Canvas. You will need to submit written assignments to Turnitin. Student work will be used for plagiarism detection and for no other purpose. The student may indicate in writing to the instructor that they refuse to participate in the plagiarism detection process, in which case the instructor can use other electronic means to verify the originality of their work. Turnitin Originality Reports WILL/WILL NOT* be available for your viewing. *FACULTY: Please choose for your course WILL or WILL NOT be available for your viewing.

Supplemental Instruction (for courses with Supplemental Instruction, the following statement is recommended by the Learning Center):
Supplemental Instruction (SI) is provided for all students enrolled in this course who want to improve their understanding of the material. SI sessions are led by a student who has already mastered the course material and been trained to facilitate group sessions where students can meet to compare class notes, review and discuss important concepts, develop strategies for studying, and prepare for exams. The SI leader attends this class and communicates regularly with the instructor to ensure that accurate information is given. Attendance at SI sessions is free and voluntary for any student enrolled in this course. Students may attend as many times as they choose.

The Supplemental Instruction (SI) leader and SI schedule for this class are below:

Name:
Email:
SI sessions schedule:

Dispute Resolution: If there are questions or concerns that you have about this course that you and I are not able to resolve, please feel free to contact the Chair of the department to discuss the matter.

Chair's name
Department name
Chair's email
Department phone number

Intellectual Property: All course materials, including but not limited to the syllabus, readings, quiz questions, exam questions, and assignments prepared by the instructor are property of the instructor and University. Students are prohibited from posting course materials online (e.g., Course Hero) and from selling course materials to or being paid for providing materials to any person or commercial firm without the express written permission of the professor teaching this course. Doing so will constitute both an academic integrity violation and a copyright violation. Audio and video recordings of class lectures as well as images of chat or messages shared during course sessions are prohibited unless I give you explicit permission in advance. Students with an official letter from the Services for Students with Disabilities office may record the class if SSD has approved that service. Otherwise, recordings of lectures are included in the intellectual property notice described above. These provisions exist regardless of the modality of the course. That is they apply to in-person, hybrid and online courses.

Student Ratings of Instruction: In the final weeks of the semester, you will be asked to complete a short survey to provide feedback about this class. The primary goal of student ratings is to help your instructor improve the class. Feedback will also be reviewed by the department chair and the college dean. You will be given 15 minutes of class time to complete student ratings. Please offer feedback honestly and thoughtfully. Your participation is appreciated. You can access your student rating surveys and get more information at [Fresno State Student Ratings for Instruction (SRI)](#)

University Policies

Students with Disabilities: Upon identifying themselves to the instructor and the university, students with disabilities will receive reasonable accommodation for learning and evaluation. For more information, contact Services to Students with Disabilities in the University Library, Room 1202 (278-2811).

Financial Aid Satisfactory Academic Progress Standards and Appeals Process:
https://studentaffairs.fresnostate.edu/financialaid/policies/sap/index.html

The following University policies can be found on the web at:
- [Adding and Dropping Classes](#)

- [Cheating and Plagiarism](#)
- [Computers](#)
- [Copyright Policy](#)
- [Disruptive Classroom Behavior](#)
- [Honor Code](#)
- [Title IX](#)

Fresno State is committed to fostering a safe, productive learning environment for all students. Title IX and CSU policy prohibit discrimination on the basis of sex, which includes sexual harassment, domestic and dating violence, sexual assault, sexual exploitation, and stalking. We understand that sexual violence can impact a students' ability to be successful in the learning environment. We encourage students who have experienced sexual misconduct to seek information on where to report from any member of our faculty or staff in order to ensure that the university can provide students with the necessary resources and supportive measures.

As an instructor, I have a mandatory reporting responsibility as a part of my role. It is my goal that you feel comfortable sharing information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep the information you share private to the extent possible. However, I am required to report any information I receive regarding sexual misconduct or information about a crime that may have occurred during your time at Fresno State.

Students can report incidents of alleged sexual misconduct to either or both of the following resources:

Office of Compliance and Civil Rights | [occr.fresnostate.edu](#) | 559.278.5003
Fresno State Police Department | [fresnostate.edu/police](#) | 559.278.8400

Students can also report other incidents of discrimination or harassment to:

Office of Compliance and Civil Rights | [occr.fresnostate.edu](#) | 559.278.5003

Students can access *confidential support* from two separate resources on campus:

Counseling Services | [studentaffairs.fresnostate.edu/health/counseling](#) | 559.278.2734
Survivor Advocacy Services | [fresnostate.edu/survivoradvocate](#) | 559.278.6796

Pregnancy or Related Conditions:
[Pregnant Students](#) *or those with related conditions should contact the Title IX Coordinator in the Office of Compliance and Civil Rights for assistance. The Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to educational programs or activities.*
Office of Compliance and Civil Rights | [occr.fresnostate.edu](#) | 559.278.5003
[Parent scholars](#) provides information on priority registration and other support for parenting students.

[Services for Students with Disabilities](#) can also provide assistance with [accommodations](#).
If you have concerns and you are unsure who to contact, please visit the [Concern & Action Guide](#).

Emergency Information: In the event of an emergency, everyone in the campus community becomes a partner in the response. To ensure you are prepared and remain calm you must make yourself familiar with campus protocols. To contact the Fresno State Police Department call 559.278.8400 from your cell phone or 911 from a campus phone. Prior to an emergency, assess your environment for options depending on the emergency. Identify all possible exit routes, in an emergency always use the closest most safe exit. Once you exit the building go to the predetermined evacuation assembly point, if that is unavailable then go to an open safe space away from the emergency. Identify where and how you can secure yourself inside if you need to shelter in place or hide from a threat. Be prepared to help guide those around you and assist individuals who may be in need. Additional information can be found at www.fresnostate.edu/emergency

University Services
The following University services can be found on the web at:
- [Associated Students, Inc.](#)
- [Students with Disabilities](#)
- [Dream Success Center](#)
- [Library](#)
- [Learning Center Information](#)
- [Student Health and Counseling Center](#)
- [Academic Success Coaching](#)
- [Survivor Advocacy](#)
- [Writing Center](#)
- [Project Rebound](#)

Subject to Change Statement
THIS SYLLABUS AND SCHEDULE ARE SUBJECT TO CHANGE IN THE EVENT OF EXTENUATING CIRCUMSTANCES.

Course Calendar
The calendar should include projected dates, topics covered, deadlines, and/or periods of time for readings, field trips, projects, exam dates (including the date and time of the final exam) and assignment due dates. The following statement is suggested to footnote the calendar: "The course schedule is subject to change in the event of extenuating circumstances."

If you plan to give your exam online or not to meet in class on the final exam day, please explicitly inform students in your syllabus. You also need to address a memo to that effect to your department chair and dean.

Tentative Course Schedule

(May be given as a separate document)
Following are schedules showing class meeting dates for Spring 2025 for Monday and Wednesday courses, Monday, Wednesday, and Friday courses, and Tuesday and Thursday courses.

Table 3 Spring 2025 Tentative Course Schedule: Monday, Wednesday, Friday Courses

Day	Date	Topic	Reading Assignment
1	Fri., Jan 17		
N/A	Mon., Jan 20	Holiday, Martin Luther King Jr. Day	
2	Wed., Jan 22		
3	Fri., Jan 24		
4	Mon., Jan 27		
5	Wed., Jan 29		
6	Fri., Jan 31		
7	Mon., Feb 3		
8	Wed., Feb 5		
9	Fri., Feb 7		
10	Mon., Feb 10		
11	Wed., Feb 12		
12	Fri., Feb 14		
N/A	Mon., Feb 17	Holiday, Presidents Day	
13	Wed., Feb 19		
14	Fri., Feb 21		
15	Mon., Feb 24		
16	Wed., Feb 26		

DISCOVERY.   DIVERSITY.   DISTINCTION.

Day	Date	Topic	Reading Assignment
17	Fri., Feb 28		
18	Mon., Mar 3		
19	Wed., Mar 5		
20	Fri., Mar 7		
21	Mon., Mar 10		
22	Wed., Mar 12		
23	Fri., Mar 14		
24	Mon., Mar 17		
25	Wed., Mar 19		
26	Fri., Mar 21		
27	Mon., Mar 24		
28	Wed., Mar 26		
29	Fri., Mar 28		
N/A	Mon., Mar 31	Holiday, Cesar Chavez Day	
30	Wed., Apr 2		
31	Fri., Apr 4		
32	Mon., Apr 7		
33	Wed., Apr 9		
34	Fri., Apr 11		
N/A	Mon., Apr 14	Spring Break	
N/A	Wed., Apr 16	Spring Break	
N/A	Fri., Apr 18	Spring Break	
35	Mon., Apr 21		
36	Wed., Apr 23		
37	Fri., Apr 25		

Day	Date	Topic	Reading Assignment
38	Mon., Apr 28		
39	Wed., Apr 30		
40	Fri., May 2		
41	Mon., May 5		
42	Wed., May 7	Last Day of Instruction	

Table 4 Finals Week Schedule, M, W, F courses

Finals week	Days	Dates
Final Exam Preparation & Faculty Consultation Days:	Thursday and Friday	May 8 and 9
Final Semester Examinations	Monday – Thursday	May 11 to 14
Final Exam in this course		

Table 5 Spring 2025 Tentative Course Schedule: Tuesday, Thursday Courses

Day	Date	Topic	Reading Assignment
1	Thurs., Jan 16		
2	Tues., Jan 21		
3	Thurs., Jan 23		
4	Tues., Jan 28		
5	Thurs., Jan 30		
6	Tues., Feb 4		
7	Thurs., Feb 6		
8	Tues., Feb 11		
9	Thurs., Feb 13		
10	Tues., Feb 18		
11	Thurs., Feb 20		
12	Tues., Feb 25		

Day	Date	Topic	Reading Assignment
13	Thurs., Feb 27		
14	Tues., Mar 4		
15	Thurs., Mar 6		
16	Tues., Mar 11		
17	Thurs., Mar 13		
18	Tues., Mar 18		
19	Thurs., Mar 20		
20	Tues., Mar 25		
21	Thurs., Mar 27		
22	Tues., Apr 1		
23	Thurs., Apr 3		
24	Tues., Apr 8		
25	Thurs., Apr 10		
N/A	Tues., Apr 15	Spring Break	
N/A	Thurs., Apr 17	Spring Break	
26	Tues., Apr 22		
27	Thurs., Apr 24		
28	Tues., Apr 29		
29	Thurs., May 1		
30	Tues., May 6	Last Day of Instruction	

Table 6 Finals Week Schedule

Finals week	Days	Dates
Final Exam Preparation & Faculty Consultation Days:	Thursday and Friday	May 8 and 9
Final Semester Examinations	Monday – Thursday	May 11 to 14

Finals week	Days	Dates
Final Exam in this course		

Table 7 Spring 2025 Tentative Course Schedule: Monday, Wednesday Courses

Day	Date	Topic	Reading Assignment
N/A	Mon., Jan 20		
1	Wed., Jan 22		
2	Mon., Jan 27		
3	Wed., Jan 29		
4	Mon., Feb 3		
5	Wed., Feb 5		
6	Mon., Feb 10		
7	Wed., Feb 12		
N/A	Mon., Feb 17	Holiday, Presidents Day	
8	Wed., Feb 19		
9	Mon., Feb 24		
10	Wed., Feb 26		
11	Mon., Mar 3		
12	Wed., Mar 5		
13	Mon., Mar 10		
14	Wed., Mar 12		
15	Mon., Mar 17		
16	Wed., Mar 19		
17	Mon., Mar 24		
18	Wed., Mar 26		
N/A	Mon., Mar 31	Holiday, Cesar Chaves Day	
19	Wed., Apr 2		

Day	Date	Topic	Reading Assignment
20	Mon., Apr 7		
21	Wed., Apr 9		
N/A	Mon., Apr 14	Spring Break	
N/A	Wed., Apr 16	Spring Break	
22	Mon., Apr 21		
23	Wed., Apr 23		
24	Mon., Apr 28		
25	Wed., Apr 30		
26	Mon., May 5		
27	Wed., May 7	Last Day of Instruction	

Table 8 Finals Week Schedule

Finals week	Days	Dates
Final Exam Preparation & Faculty Consultation Days:	Thursday and Friday	May 8 and 9
Final Semester Examinations	Monday – Thursday	May 11 to 14
Final Exam in this course		