

THIS DOCUMENT IS INTENDED AS A SAMPLE.

YOU SHOULD CHECK WITH YOUR DEPARTMENT CHAIR / DIVISION DEAN TO BE SURE YOU HAVE ALL POLICIES REQUIRED IN YOUR AREA

NOTE: THIS DOCUMENT IS NOT CURRENTLY ACCESSIBLE. ONCE CHANGES HAVE BEEN MADE, YOU SHOULD RUN IT THROUGH AN ACCESSIBILITY CHECKER BEFORE PUBLISHING



(You may want to place your own course banner - sample above - NOTE - Be sure to add ALT tags to images included here for accessibility)

Fall / Spring / Summer - year (replace me)

HOW TO REACH ME:

My Name

Email

Office Hours (virtual ... via zoom or webinar tool)

Picture (sometimes)

Location

COURSE DESCRIPTION:

(course catalog description)This is COURSE NAME, ticket number. This course is completely online/is hybrid. (if hybrid, be sure to note the days/times/locations meetings are on-campus.

(Note: If there is a mandatory on-campus orientation or testing, be sure to include that in bold print here)

How long will this take?

The course will run for _____ weeks. The start date is _____, Discussion board initial posts will be due on DAY by 11:59 pm each week and two replies will be due DAY by 11:59 pm. All other assignments and assessments will be due DAY 11:59 pm.

You'll want to devote approximately _____ hours each week to completing each lesson & activity

THIS DOCUMENT IS INTENDED AS A SAMPLE.

YOU SHOULD CHECK WITH YOUR DEPARTMENT CHAIR / DIVISION DEAN TO BE SURE YOU HAVE ALL POLICIES REQUIRED IN YOUR AREA

NOTE: THIS DOCUMENT IS NOT CURRENTLY ACCESSIBLE. ONCE CHANGES HAVE BEEN MADE, YOU SHOULD RUN IT THROUGH AN ACCESSIBILITY CHECKER BEFORE PUBLISHING

OBJECTIVES (from course outline)

(note: be sure to check with your department/division for required syllabus content)

To accomplish these goals, we will cover in detail the following:

- Match _____
- Research _____
- Discuss _____
- List _____
- Demonstrate _____

STUDENT LEARNING OUTCOMES

List SLO's (found on the course schedule for your ticket under details) Also, be sure to check with your department chair for any changes, updates or questions.

SKILLS / PREREQUISITES

List skills required: LIST ANY OTHER SPECIAL SKILLS.

BOOK INFORMATION - be sure to include special instructions for ebooks, etc.

Title:
Author:
ISBN:
Ebook info:
Instructions:
Support:

TECHNICAL NEEDS - New for Canvas!

(Sample Delete me and replace with your own) This class is delivered completely online. You will access your course by logging into [Saddleback's Canvas](#). All your course materials, assignments and other information will be in Canvas. You can use any browser.

THIS DOCUMENT IS INTENDED AS A SAMPLE.

YOU SHOULD CHECK WITH YOUR DEPARTMENT CHAIR / DIVISION DEAN TO BE SURE YOU HAVE ALL POLICIES REQUIRED IN YOUR AREA

NOTE: THIS DOCUMENT IS NOT CURRENTLY ACCESSIBLE. ONCE CHANGES HAVE BEEN MADE, YOU SHOULD RUN IT THROUGH AN ACCESSIBILITY CHECKER BEFORE PUBLISHING

You will log on with your Saddleback student username and password. If you have any problems logging on, be sure to contact [Student Technical Support for assistance](#).

If you've never used Canvas before, I highly recommend you check out these [great video tutorials!](#)

COMPUTER SPECS

(Sample Delete me and replace with your own) **Technical computer specs:** MAC latest version or PC compatible - Windows 7 +

Additional Required Hardware: List anything here Webcam, Microphone (external or internal), speakers, headset (links to recommended hardware)

SOFTWARE MUST-HAVES

Required Software or external apps:

BROWSER PLUG-INS

Is your computer ready for an online class? [Browser checker](#)

(Sample Delete me and replace with your own)

Browser Plugins - Extensions:

e.g. [Adobe Acrobat Reader](#)

List all apps or plugins here _____

HELP / SUPPORT

- New to Canvas? I highly recommend checking out the [video tutorials](#) before getting started.
- [Saddleback Student Technical Support](#) - Canvas, password and email assistance
- [Library](#) - online databases and librarian assistance
- [Tutoring Center](#)
- [Student Health Center](#)
- [Student Labs](#)
- [Are you ready to be an online student](#)
- **CHANGE ME!** List any external sites such as McGraw-Hill or other course publishers' information

THIS DOCUMENT IS INTENDED AS A SAMPLE.

YOU SHOULD CHECK WITH YOUR DEPARTMENT CHAIR / DIVISION DEAN TO BE SURE YOU HAVE ALL POLICIES REQUIRED IN YOUR AREA

NOTE: THIS DOCUMENT IS NOT CURRENTLY ACCESSIBLE. ONCE CHANGES HAVE BEEN MADE, YOU SHOULD RUN IT THROUGH AN ACCESSIBILITY CHECKER BEFORE PUBLISHING

ASSESSMENT

(Sample Delete me and replace with your own) In order to receive the full credits for this course, you will need to complete the following:

(option 1)

Assignment	Points per assignment	Total
Discussions (total number)	_____ points each	_____ total
Assignments (total number)	_____ points each	_____ total
Self-assessment Quizzes (total number)	_____ points	_____ total
Project (total number)	_____ points	_____ total
Total points possible	Total points possible	_____

(option 2 - weighted)

Assignment	Percentages
Quizzes	= __%
Discussions/Participation	= __%
Written Assignments	= __%
Final Project	= __%

TIPS FOR TEST TAKING

- Log on early - avoid waiting until the last minute!
- Be sure to read all instructions carefully
- Use a desktop with a hardwired (LAN) connection if possible.
- Contact me immediately if you experience any problems. Avoid waiting until the due date. It could affect your grade!
- Add your tips here

THIS DOCUMENT IS INTENDED AS A SAMPLE.

YOU SHOULD CHECK WITH YOUR DEPARTMENT CHAIR / DIVISION DEAN TO BE SURE YOU HAVE ALL POLICIES REQUIRED IN YOUR AREA

NOTE: THIS DOCUMENT IS NOT CURRENTLY ACCESSIBLE. ONCE CHANGES HAVE BEEN MADE, YOU SHOULD RUN IT THROUGH AN ACCESSIBILITY CHECKER BEFORE PUBLISHING

COURSE POLICIES

DISCUSSIONS - PARTICIPATION

(Sample Delete me and replace with your own) Each week contains at least one (1) discussion board or VoiceThread assignment. You are required to post one (1) initial post to the discussion topic and reply to at least two (2) others to receive full credit for participation/attendance (worth __ points each - Grading [rubric](#))

NETIQUETTE

Use standard netiquette. Be polite, sensitive and use business language. Avoid negative language or being critical, please visit the [Netiquette Website](#) to familiarize yourself with these guidelines.

ASSIGNMENTS

(Sample Delete me and replace with your own) All weekly assignments are due by Sunday, 11:59. Late work will be marked off . . . add your policy on assignments here.

RUBRICS

[Sample Discussion Board Rubric](#) (replace with your own)

Place or link to Assignment rubrics here

(note: suggestion to save your sanity - create rubrics on separate google doc and link to them)

REGULAR AND EFFECTIVE CONTACT

Place your contact policies here

(Sample Delete me and replace with your own) For example, Initial contact from you each week will be through:

- Announcements
- Raise Your Hand Discussion board (responses by . . .)
- Office Hours (zoom sessions?)
- Mid-term/Final review sessions (live Q & A)

THIS DOCUMENT IS INTENDED AS A SAMPLE.

YOU SHOULD CHECK WITH YOUR DEPARTMENT CHAIR / DIVISION DEAN TO BE SURE YOU HAVE ALL POLICIES REQUIRED IN YOUR AREA

NOTE: THIS DOCUMENT IS NOT CURRENTLY ACCESSIBLE. ONCE CHANGES HAVE BEEN MADE, YOU SHOULD RUN IT THROUGH AN ACCESSIBILITY CHECKER BEFORE PUBLISHING

How I will be communicating with you:

- I will be sprinkling replies and comments throughout the weekly discussion boards.
 - I will be posting weekly announcements, reminders, interesting facts as they come up about the topic of the week and observations.
 - I will be giving individual feedback, markup, references and other comments in assignments and discussion boards.
 - I will be sending individual messages to students needing additional assistance.
 - I will be monitoring the Student Lounge discussion board, and although I encourage students to chime in if they know the answer to a question within 24 to 48 hours if needed. I may also post frequently asked questions and/or topics deemed important.
 - I will also occasionally post customized wrap-up videos to address difficult or important topics that were noted throughout the week.
-

How to reach me:

1. I am available M-F during business hours. If you send a message, I will respond within 24 to 48 hours during normal work hours.
 2. If you have personal concerns pertaining to the course, feel free to email me (myemail@saddleback.edu).
 3. You are encouraged to post questions about the class, assignments or technical issues and participate in the Student Lounge discussion board before sending individual emails. Feel free to use the lounge to communicate back and forth with fellow students.
 4. I hold online office hours every _____ from _____ to _____. Please contact me if you would like to make an appointment. We will meet via live webinar using Zoom.
-

Students Working with Students:

Feel free to use the Student Lounge to communicate with one another.

Each week, you will be participating in discussion board topics.

There will be VoiceThread presentation opportunities

There will be . . .

(Sample Delete me and replace with your own) **For questions related to the course, post questions to the Raise Your Hand Discussion Board.** Questions will be addressed within _____. There is an option to subscribe. Feel free to participate in responses to help out your fellow classmates.

Email me with any personal concerns, YOURNAME@saddleback.edu. **Be sure to use only your Saddleback email and place the ticket number of the course in the subject of the**

THIS DOCUMENT IS INTENDED AS A SAMPLE.

YOU SHOULD CHECK WITH YOUR DEPARTMENT CHAIR / DIVISION DEAN TO BE SURE YOU HAVE ALL POLICIES REQUIRED IN YOUR AREA

NOTE: THIS DOCUMENT IS NOT CURRENTLY ACCESSIBLE. ONCE CHANGES HAVE BEEN MADE, YOU SHOULD RUN IT THROUGH AN ACCESSIBILITY CHECKER BEFORE PUBLISHING

email. I will only respond to Saddleback email addresses. I usually respond within 48 hours. Weekends and holidays may be delayed.

DROPS - MAKE-UPS

What's your policy

ACADEMIC INTEGRITY

All students are responsible for understanding and following the student academic honesty found in the following documents:

[Student Conduct](#)

[Student Handbook](#)

[Plagiarism](#)

FAIR USE / COPYRIGHT

South Orange County Community College District AR 4000.2, Section III, 18.

Employees or students may not use copyrighted materials without the permission of the copyright holder. The connections represented by the Internet allow users to access a wide variety of media. Even though it is possible to download most of these materials, users shall not create or maintain archived copies of these materials unless the materials are in the public domain, e.g., freeware, shareware, etc.

RECORDINGS

California Education Code Section 78907 The use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students. Any person, other than a student, who willfully violates this section shall be guilty of a misdemeanor. Any student violating this section shall be subject to appropriate disciplinary action. This section shall not be construed as affecting the powers, rights, and liabilities arising from the use of electronic listening or recording devices as provided for by any other provision of law. (*Amended by Stats. 1990, Ch. 1372, Sec. 509.*)

THIS DOCUMENT IS INTENDED AS A SAMPLE.

YOU SHOULD CHECK WITH YOUR DEPARTMENT CHAIR / DIVISION DEAN TO BE SURE YOU HAVE ALL POLICIES REQUIRED IN YOUR AREA

NOTE: THIS DOCUMENT IS NOT CURRENTLY ACCESSIBLE. ONCE CHANGES HAVE BEEN MADE, YOU SHOULD RUN IT THROUGH AN ACCESSIBILITY CHECKER BEFORE PUBLISHING

ACCOMMODATIONS

This class has been designed to comply with accessibility and universal design; however, if you find you have a specific need or if something needs to be adjusted, please feel free to contact me. I am happy to work with you to succeed in this class.

If you have a verified learning disability, it is your responsibility to provide the instructor with a copy of your Saddleback College Special Services Educational Accommodations form and/or a Special Services Test Proctoring Guidelines form, either of which will indicate the accommodations you are given. (This is usually accompanied by an authorization for academic adjustments/accommodations form which I initial and keep, returning to you the yellow carbon copy on the bottom.)

If you feel that you might have a disability-related educational limitation, contact the main Special Services office (DSPS) at SSC 113, Mondays—Thursdays 8:00 am – 4:30 pm; Fridays, 8:00 am – 12:00 pm.

Phone: (949) 582-4885, **TTD:** (949) 582-4833, **Fax:** (949) 347-1526

[Disabled Students Programs and Services website](#)

I am happy to assist with any specific needs should they arise. Please feel free to contact me with any additional questions or concerns.

Online Office hours:

I use zoom for online office hours. If you need live captions, please contact me within 5 days prior to the meeting so I can make arrangements to have the session captioned.

Again, I am happy to assist with any specific needs should they arise.

COURSE NAVIGATION (may opt to provide video)

1. Click on the . . .
 2. Remember . . .
 3. Click here
-

THIS DOCUMENT IS INTENDED AS A SAMPLE.

YOU SHOULD CHECK WITH YOUR DEPARTMENT CHAIR / DIVISION DEAN TO BE SURE YOU HAVE ALL POLICIES REQUIRED IN YOUR AREA

NOTE: THIS DOCUMENT IS NOT CURRENTLY ACCESSIBLE. ONCE CHANGES HAVE BEEN MADE, YOU SHOULD RUN IT THROUGH AN ACCESSIBILITY CHECKER BEFORE PUBLISHING

TIPS FOR SUCCESS IN THIS COURSE

- Be sure to complete all assignments
- Stay on top of coursework. It's very challenging when you fall behind.
- Participate in all the discussions and group activities
- Your tips here
- Your tips here
- Ask questions!
- Your tips here

AT-A-GLANCE SCHEDULE - (Sample Delete me and replace with your own)

Week of	Topics Covered/Outcomes	Assignments	Due Dates
Week 1	<ul style="list-style-type: none"> • Title of topic(s) • Navigate _____ • Determine _____ • Define _____ • Compare _____ • Formulate _____ 	<ol style="list-style-type: none"> 1. Course Scavenger Hunt (Grading rubric) 2. Introduce Yourself Discussion Board (Grading rubric) 3. Self-Assessment Quiz (__pts) 	<ol style="list-style-type: none"> 1. Sunday 11:59 pm 2. Initial post, Wednesday, 11:59 pm/final two posts Sunday, 11:59 pm 3. Sunday 11:59 pm
Week 2	<ul style="list-style-type: none"> • Determine _____ • Compare _____ 	Add something here	Add something here
Week 3	<ul style="list-style-type: none"> • Construct _____ • Demonstrate _____ 	Add something here	Add something here
Final Project	Add something here	Add something here	Add something here

DELETE ME!:

Tips for you

1. Be sure to use high contrast colors
2. Clear font styles
3. Format to create an easy-to-read flow of information

*****DELETE ME BEFORE USING THIS TEMPLATE!*****

THIS DOCUMENT IS INTENDED AS A SAMPLE.

**YOU SHOULD CHECK WITH YOUR DEPARTMENT CHAIR / DIVISION DEAN TO BE SURE
YOU HAVE ALL POLICIES REQUIRED IN YOUR AREA**

NOTE: THIS DOCUMENT IS NOT CURRENTLY ACCESSIBLE. ONCE CHANGES HAVE BEEN MADE, YOU
SHOULD RUN IT THROUGH AN ACCESSIBILITY CHECKER BEFORE PUBLISHING

4. Avoid using underlines unless hyperlink
5. Avoid using too much red or highlighting too many items throughout the document
6. Use document headings to make your life easier
7. Use bullets and numbered lists when possible