

Course Policies and Logistics

Common Syllabus Items



Course Syllabus

Attach or copy syllabus here.

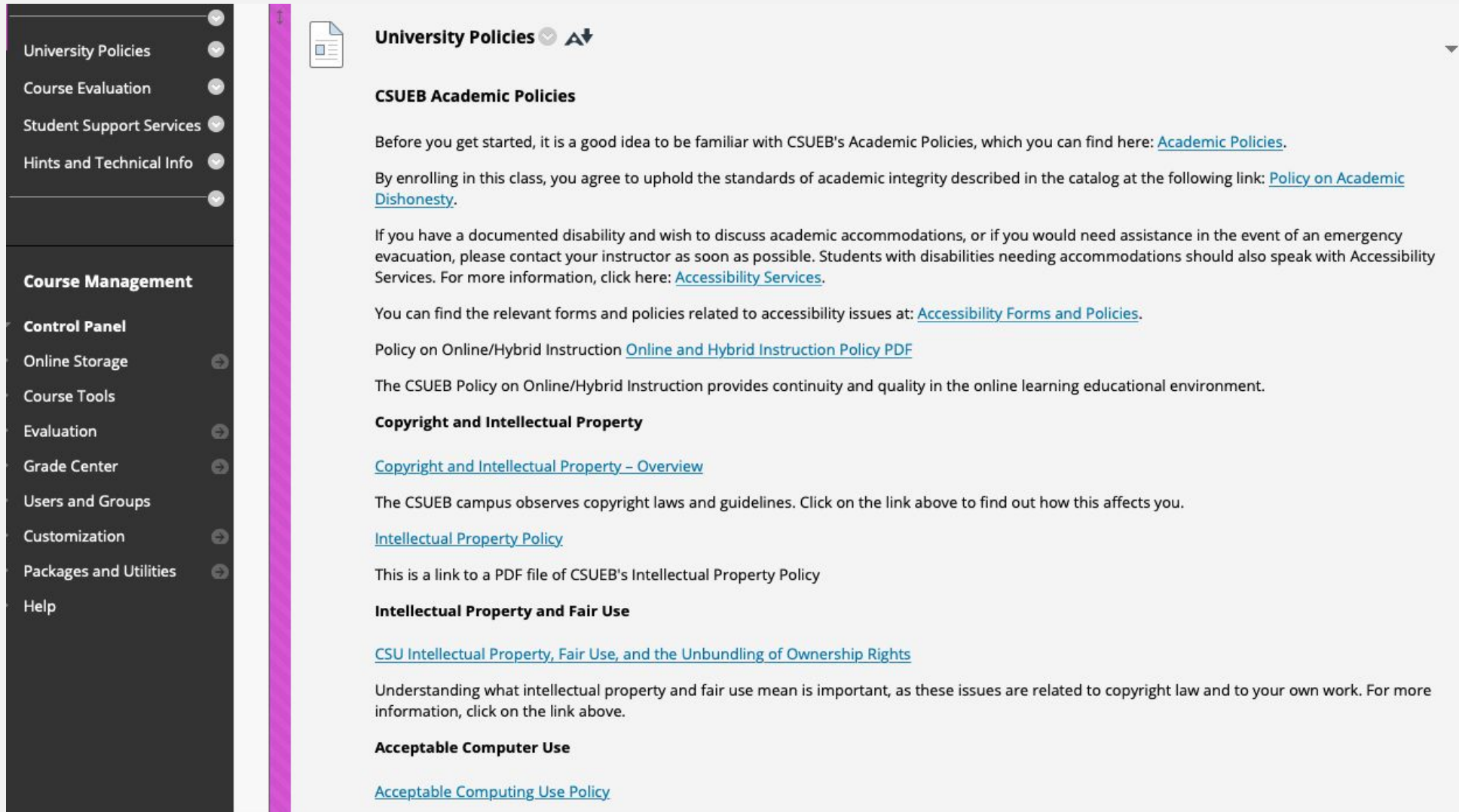


CSUEB Common Syllabus Items

- By enrolling in this class the student agrees to uphold the standards of academic integrity described in the catalog and on the [Academic Policies web page](#).
- If you have a documented disability and wish to discuss academic accommodations, or if you would need assistance in the event of an emergency evacuation, please contact me as soon as possible. Students with disabilities needing accommodation should speak with [Accessibility Services](#).
- California State University, East Bay is committed to being a safe and caring community. Your appropriate response in the event of an emergency can help save lives. Information on what to do in an emergency situation (earthquake, electrical outage, fire, extreme heat, severe storm, hazardous materials, terrorist attack) may be found at [Risk Management web pages](#). Please be familiar with these procedures. Information on this page is updated as required. Please review the information on a regular basis.
- A Note on Discrimination, Harassment, and Retaliation (DHR) Title IX and CSU policy prohibit discrimination, harassment and retaliation, including Sex Discrimination, Sexual Harassment or Sexual Violence. CSUEB encourages anyone experiencing such behavior to report their concerns immediately. CSUEB has both confidential and non-confidential resources and reporting options available to you. Non-confidential resources include faculty and staff, who are required to report all incidents and thus cannot promise confidentiality. Faculty and staff must provide the campus Title IX coordinator and or the DHR Administrator with relevant details such as the names of those involved in an incident. For confidential services, contact the Confidential Advocate at 510-885-3700 or go to the Student Health and Counseling Center. For 24-hour crisis services call the BAWAR hotline at 510-845-7273. For more information about policies and resources or reporting options, please visit the following websites:
[Register Complaints](#)
[CSUEB- Title IX](#)
- The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. [View the Standards for Student Conduct](#).

For additional information, please see the "University Policies," "Student Support Services," and "Hints and Technical Info" links to the left.

Additional University Policies



The image shows a screenshot of a university website. On the left is a dark navigation sidebar with a vertical pink bar. The sidebar contains the following items: University Policies, Course Evaluation, Student Support Services, Hints and Technical Info, Course Management, Control Panel, Online Storage, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. The main content area is titled 'University Policies' and contains several sections of text and links.

University Policies

CSUEB Academic Policies

Before you get started, it is a good idea to be familiar with CSUEB's Academic Policies, which you can find here: [Academic Policies](#).

By enrolling in this class, you agree to uphold the standards of academic integrity described in the catalog at the following link: [Policy on Academic Dishonesty](#).

If you have a documented disability and wish to discuss academic accommodations, or if you would need assistance in the event of an emergency evacuation, please contact your instructor as soon as possible. Students with disabilities needing accommodations should also speak with Accessibility Services. For more information, click here: [Accessibility Services](#).

You can find the relevant forms and policies related to accessibility issues at: [Accessibility Forms and Policies](#).

Policy on Online/Hybrid Instruction [Online and Hybrid Instruction Policy PDF](#)

The CSUEB Policy on Online/Hybrid Instruction provides continuity and quality in the online learning educational environment.

Copyright and Intellectual Property

[Copyright and Intellectual Property – Overview](#)

The CSUEB campus observes copyright laws and guidelines. Click on the link above to find out how this affects you.

[Intellectual Property Policy](#)

This is a link to a PDF file of CSUEB's Intellectual Property Policy

Intellectual Property and Fair Use

[CSU Intellectual Property, Fair Use, and the Unbundling of Ownership Rights](#)

Understanding what intellectual property and fair use mean is important, as these issues are related to copyright law and to your own work. For more information, click on the link above.

Acceptable Computer Use

[Acceptable Computing Use Policy](#)

Links to the Some of the Policies

- a. [Academic Policies](#)
- b. [Policy on Academic Dishonesty](#)
- c. [Accessibility Services](#)
- d. [Online and Hybrid Instruction Policy PDF](#)
- e. [Acceptable Computing Use Policy](#)
- f. [Title IX Policy Statement](#)

Our Course Syllabi

- Need to align with and incorporate the university policies and common syllabus items.
- Additionally, design our courses to focus on an anti-racism approach to center Black and other marginalized voices.
- Components of policies and logistics include (besides those already set by CSUEB):
 1. Grading policies specific to your course
 2. Course expectations (think about student-centered learning)
 3. Attendance/participations/student engagement
 4. Student recording and cameras
 5. Communication with the instructor and among students (incl. netiquette)
 6. Assignments and exams (incl. late work policy)
 7. Office hours
 8. Textbooks and technology requirements

In Your Syllabi, Consider Adding...

Statements on:

1. Religious and cultural observance accommodations
2. Guidelines for inclusive and respectful communication in discussions – encourage positive and professional exchanges
3. Respect for diverse learning – provide tools such as adaptive technologies and use different teaching strategies
4. Attendance and participation – approach with empathy (and include policies on cameras, late assignments, and (non) attendance)
5. Accommodations for parent students and primary caregiver students (one example given in the next slide)

Additional Considerations in Building an Anti-Racist Syllabus

1. How do you structure your relationships with students and course policies to support students who face systemic racism in the academy and society? For example, how to address technology challenges faced by many of our students and not penalize them?
2. How to develop culturally and racially inclusive language in your course materials, including the syllabus?
3. How to set an anti-racist tone for class discussions?
4. How do you and the students learn to interrupt bigotry, microaggressions, and anti-Black racism during the course conversations?
5. How can you find opportunities to build collaborations with Black, Indigenous, and students of color and other marginalized students?

Just a Few Examples...

- <https://cae.appstate.edu/inclusive-excellence/sample-syllabi-statements>
- <https://www.brown.edu/sheridan/teaching-learning-resources/inclusive-teaching/statements>
- <https://www.csuchico.edu/diversity/resources/teaching/syllabi-examples.shtml>
- <https://wp.stolaf.edu/cila/files/2020/08/Syllabus-language-2020.pdf>
- And there are many more resources available...

Brainstorming Worksheet

Consideration	Ideas on how to to include and incorporate the consideration into the syllabus
<i>Textbooks and technology requirements</i> - financial considerations, internet and laptop access issues	
<i>Attendance</i> - policy on (non) attendance	
<i>Assignments</i> - policies on late submissions	
<i>Class participation</i> - cameras (on/off)?	
<p><i>Format of in-class discussions:</i></p> <ol style="list-style-type: none">1. Find opportunities to build collaborations with Black and other marginalized students during this time.2. Interrupt bigotry, microaggressions, and anti-Black racism in class.3. Set anti-racist tone for discussions.4. Guidelines for inclusive and respectful communication.5. Respect diversity in learning.	

Brainstorming Worksheet

Consideration	Ideas on how to to include and incorporate the consideration into the syllabus
<p><i>Office hours</i> - individual or group office hours; similar considerations as class participation.</p> <p>In addition, how do we incorporate time to build relationships with Black and other marginalized students?</p>	
<p><i>Accommodations</i> - consider:</p> <ol style="list-style-type: none">1. Religious and cultural observances2. Parent students3. Primary caregiver students	
Others.....	