

Suggested Syllabus Format

Course Information

[From CampusNet]

Course Number - Section | Course Name

(e.g., ESC 152 Section 1 | Programming with MATLAB)

Term: Fall 26 **Session:** 1

Credit Hours:

Instructor:

Meeting Information:

08/22/26-12/12/26 , Mon,Wed,Fri 12:25PM-01:15PM

Location: WH 0203

Course Description

[From Catalog]

Instructor Information

NOTE: This section is a Senate Bill 1 requirement to be a public facing component of the syllabus.

J. Smith

Ph. D., English Literature, The Ohio State University

Master's, Education, University of Akron

Bachelor's, Sociology, University of Cincinnati

Associate, Sociology, Cincinnati State Community College

Other pertinent credentials or experience should be included that establish that the faculty member meets the faculty qualifications specified in the ODHE Guidelines and [Procedures for Academic Programs](#).

Name:

Email:

Phone:

Office Location:

Student Drop-in Hours:

Instructor Bio/Teaching Philosophy

Student Learning Outcomes

[Typically connected to Course/Program SLO Assessment and/or Accreditation]

Required Textbooks/Materials

NOTE: This section is a Senate Bill 1 requirement to be a public facing component of the syllabus.

Ohio law requires to list all required and recommended readings. You do not need to link to print materials but provide title and authors for books and the reference citation for journal articles. If you are using online resources, then provide the links. These would be textbooks, journal articles, etc.

Check one option

The required textbook for this course has a cost associated with it. This course might also have other fees and/or ancillary material costs (e.g. homework platform, equipment, lab fees, etc.) associated with it.

There is no required textbook, or the cost of the textbook is zero dollars. This course might also have other fees and/or ancillary material costs (e.g. homework platform, equipment, lab fees, etc.) associated with it.

Recommended Textbooks/Materials

NOTE: This section is a Senate Bill 1 requirement to be a public facing component of the syllabus.

Ohio law requires to list all required and recommended readings. You do not need to link to print materials but provide title and authors for books and the reference citation for journal articles. If you are using online resources, then provide the links. These would be textbooks, journal articles, etc. Also include software if it is an important component of the course.

How to Obtain Course Materials

Use this module to describe how to obtain the required and recommended materials. For example, if materials are open access or On Reserve in the library and will be made available in Blackboard or the library, that can be stated here.

If your course is using Bookstore materials or Inclusive Access, suggested language from Follett is below. Choose what might be appropriate.

If students have issues with their materials, they can visit Follett Support to see helpful articles or file a ticket, or they can contact the CSU Bookstore at 1605mgr@follett.com.

Courseware:

Examples: Pearson MyLab, Mastering, or Pearson+; McGraw Hill Connect, SIMnet, or ALEKS; Cengage MindTap or Cengage NOW; Macmillan Achieve; Wiley Plus; Sage Vantage; Flat World

Students will access materials through a link in Blackboard. No access code will be required; if you are asked for a code or payment, please notify your professor so they can work with the Bookstore to correct the issue.

eBooks (all publishers):

Students will access materials through our eBook partner, Kortext, in one of 3 ways:

1. Click on the link for this course in My Materials in Blackboard
2. Follow the e-mail link they received from the Bookstore
3. Go directly to <https://kortext.com/> and go through the password reset process using their CSU e-mail.

Labflow (used in several CHM classes):

The Bookstore will e-mail an access code to students' CSU e-mail. This can then be entered into the Labflow framework. Note that the e-mail is usually delivered about a week before classes begin and will come from yourbookstore@em.efollett.com.

Course Weights

Use this module to describe how assessment components count (exams, quizzes, homework, etc.) toward the final grade.

Grading Criteria

<https://www.csuohio.edu/registrar/grades>

Course Schedule/Calendar

NOTE: This section is a Senate Bill 1 requirement to be a public facing component of the syllabus.

We recommend a week-by-week calendar for the course outlining what materials and topics will be covered, and when during the class they will be covered. For example, something like this is sufficient if you are using a textbook

Week	Material and/or Topic
1	Example Topic/chapter 1 Title
2	Example Topic/chapter 2 Title
3	Example Topic/chapter 3 Title
4	Example Topic/chapter 4 Title
5	Example Topic/chapter 5 Title

If you use multiple readings, then doing something like this is more appropriate:

Example calendar with weekly citations

Week	Material/and/or Topic
1	Introduction to Environmental Policy — Smith, Ch. 1; Jones (2021)
Week 2-6	The French New Wave — [three films listed]; Bazin excerpt
7	Grammatical structures and vocabulary — [shorthand textbook reference]

For Independent Study or Internship Courses, consider adapting language similar to the below for your use:

Regular attendance at meetings with instructor is expected. The independent study schedule will be determined via a collaboration between the student and instructor. The student is expected to work a minimum of 7.5 hours a week between meetings with the instructor and working outside of class.

Last Day to Withdraw

<https://www.csuohio.edu/registrar/academic-calendar>

For regular 15-week classes, consider using the language below. Adjust the date appropriately if the section is on an ALT schedule. (You can find the date on CampusNet.)

The last day to withdraw is Friday October 30, 2026. Withdrawing from the course may put you in violation of the federally mandated standards for academic progress (SAP) that you must maintain to be eligible for financial aid. It is highly recommended that you speak with

your academic coach and/or visit Campus 411 if you are considering withdrawing from this or any other class.

Course Assignments

This can include more details such as exact dates for when assignments will be due and when exams will occur.

Course Expectations

This is an opportunity to share your unique approach to the class. This can include things to make the class welcoming, inviting, and making it clear that you as an instructor believe they can succeed.

Course Policies

This module can contain information on responsiveness, late work, participation policies/attendance, etc.

Academic Integrity

This module is not required, but the Student Success Committee highly recommends that you include it in your syllabus.

The last paragraph may not be needed in courses without supervised exams.

Academic honesty is essential to maintain the integrity of the university as an institution and to foster an environment conducive to the pursuit of knowledge. The Cleveland State University community values honesty and integrity and holds its members to high standards of ethical conduct.

Academic dishonesty is unacceptable, and students who are found to have engaged in academic dishonesty, or knowingly facilitated academic dishonesty by another student, may be sanctioned as outlined in the procedures for charges of academic misconduct. Academic misconduct refers to any fraudulent actions or behaviors designed to affect the evaluation of a student's academic performance or record of academic progress.

CSU's academic misconduct policy and procedures are posted on [CSU's academic integrity website](#).

To further support academic integrity, students must keep their ears visible during exams and adjust head coverings or clothing if needed. Students with concerns about their

compliance with this policy please contact the Office for Protected Rights at OPR@csuohio.edu or 216-687-2223.

AI Use Policy

This module is not required, but the Student Success Committee highly recommends that you include it in your syllabus.

Please select the approach to AI that best works for your class.

AI Prohibited – Students may not use Artificial Intelligence tools (such as ChatGPT or similar systems) for assignments, exams, or projects. All submitted work must be fully original and created by the student without AI assistance. Any use of AI will be considered academic misconduct.

AI Allowed with Disclosure – Students may use Artificial Intelligence tools to support their coursework, but all uses must be properly cited. For example, if AI was used to generate text, brainstorm ideas, or summarize content, the student must acknowledge this in the assignment. Failure to provide disclosure will be treated as a violation of academic integrity.

AI Open Use – Students may use Artificial Intelligence tools freely in their coursework. While academic honesty is expected, no formal citation or disclosure of AI use is required. Students are responsible for ensuring the accuracy and appropriateness of any AI-generated material included in their work.

Custom Policy

Mental Health Statement

This module is not required, but the Student Success Committee highly recommends that you include it in your syllabus.

Many students face challenging life circumstances while working on their degrees, as do many faculty and staff. We recognize that you may face a variety of stressors that impact your learning and academic success. CSU has many resources to support students in their mental health, social well-being, and connection to academic experience. Students who may benefit from speaking with a confidential mental health professional can access free services through the [CSU Counseling Center](#). To get connected: Call 216.687.2277 (24/7), email counselingcenter@csuohio.edu, or visit Rhodes Tower 1235. For urgent concerns, drop-in appointments are available from 1:00-3:00 pm M-F.

Office of Disability and Testing Services

This section is required to be on the syllabus per the University General Council.

Educational access is the provision of classroom accommodation, auxiliary aids and services to ensure equal educational opportunities for all students regardless of their disability. Any student who feels they may need accommodation based on the impact of a disability should contact the [Office of Disability and Testing Services](#) at (216) 687-2015. The Office is located in Rhodes West 210. Accommodation needs to be requested in advance and will not be granted retroactively.

Office for Protected Rights

This section is required to be on the syllabus per the University General Council.

CSU complies with federal law, including Title IX, to address discrimination, harassment, and sexual violence, providing resources and accommodations through the [Office for Protected Rights](#) (OPR). Students seeking support can contact OPR at (216) 687-2223, OPR@csuohio.edu or visit AC 236. As a CSU faculty member, I am a Responsible Employee who has a duty to report to the Office for Protected Rights when students disclose experiences with discrimination, harassment and/or sexual violence. Even though I have this duty, I will continue to support you. If you want to speak to someone who will not share what you've told them except in an emergency, I will help you connect to a Confidential Resource.

Religious Accommodations

This section is a Senate Bill 1 requirement to be a public facing component of the syllabus

Ohio law states that faculty must give up to 3 excused absences, but it is up to individual faculty to decide if they wish to grant more than 3.

Pursuant to Ohio Revised Code Section 3345.026, you may request a religious accommodation to be excused from class up to three (3) days for reasons of faith, religion or spiritual belief system. You will not be penalized as a result of these excused absences. The request for excusal must be made to your instructor within the first fourteen (14) calendar days of the course. I will work with you in an effort to arrange a mutually agreeable alternative arrangement. Questions regarding this policy should be directed to the [Office for Protected Rights](#) at opr@csuohio.edu or 216-687-2223.

Remote Testing

Please paste the verbiage below into the Content box if you are utilizing Remote Testing.

This course requires you to take a remotely proctored examination, during which you may be required to briefly show your surroundings using your web camera (a “room scan”), wherever you choose to take the exam. You will not be permitted to take remotely proctored examinations in your home/residence hall rooms unless you are willing to conduct a room scan.

By choosing to take the exam in your home/residence hall room you are consenting to the room scan of the area where you take the exam.

The room scan will only be visible to CSU officials with a legitimate need to review the video. Other students will not be able to see your room scan.

If you have questions about the proctoring technology, please contact the [Center for e-Learning](mailto:elarning@csuohio.edu) at elarning@csuohio.edu/216-687-3960.

If you do not wish to have your home/residence hall room subject to the room scan, you may take the exam from another location where you won't be interrupted including: CSU Testing Services; CSU's library; a public library; testing centers at your local community college or other community testing sites. It is your responsibility to identify an appropriate location to take your exams.

Please note that you will be required to perform a room scan of your location regardless of where you choose to take the exam. Most locations, including CSU Testing Services, require at least 48 hours' notice.

If you have or require testing accommodations, please contact the [Office of Disability and Testing Services](mailto:ods@csuohio.edu) (for disability accommodations) at ods@csuohio.edu/216-687-2015 or the Office for Institutional Equity (for pregnancy, parenting and other accommodations) at oie@csuohio.edu/216- 687-2223.

Support Services on Campus

You can also add additional information to this module that may include locations of computer labs with specialized software or department level support services.

To find a Quick Reference Guide for all kinds of support services offered at CSU, please login to Starfish. The link [here](#) shows you how to find things like tutoring, food security resources, counseling services, etc. within Starfish.

Starfish

Utilize this module if you post drop-in hours in Starfish or you want to promote Starfish usage for your students.

My drop-in hours are posted in Starfish (accessible via CampusNet). You can visit this system 24/7 to check on my times of availability and make an appointment.

To access Starfish, login to CampusNet, choose the “Students” tab, and then click the “Starfish” link. Once students are logged in, they can use Starfish to

- Find your assigned advisor
- Look for communication from your support network about your academic progress
- Schedule an appointment to meet with an advisor or tutor
- Schedule a tutorial with the Writing Center
- Schedule Supplemental Instruction (for certain courses)
- Course Conferences (with participating faculty)

For more information pertaining to Starfish, please visit the Starfish website.

The Academic Support Hub

Include this if your course has support through the Academic Support Hub.

The Academic Support Hub (<https://www.csuohio.edu/tutoring>)

The Academic Support Hub is dedicated to helping you succeed in your courses and throughout your academic journey at CSU. Located on the second floor of Berkman Hall, the Hub houses the AI Teaching and Learning Lab, Writing Center, Math Learning Lab, and Academic Support Center — offering group tutoring, drop-in tutoring, organized study sessions, and learning strategies tutoring. We're here to help with understanding course concepts, exam preparation, and reinforcing class material.

Services

- Drop-in and appointment-based tutoring
- Learning strategies tutoring — a great way to plan your semester, manage project due dates, and build skills like time management, organization, and motivation
- Organized group study sessions
- Digital learning and AI tutoring

Get Connected

- Phone: 216-687-2012
- Email: tutoring@csuohio.edu
- Schedule: Book tutoring appointments through your Starfish account, or contact us directly
- Location: main office in Berkman Hall (BH) 233

Hours

Monday–Thursday: 9:00 AM – 7:00 PM

Friday: 9:00 AM – 4:00 PM

Evening and weekend appointments are also available online via Zoom to fit your schedule.

Teaching Assistant Information

If applicable, include contact information for teaching assistants and availability.

Inclement Weather Statement

Use or modify the text below for instructions on what to do in the event classes are cancelled for inclement weather.

In the event of class cancellation, for example due to hazardous weather, we will not meet in person on campus.

Please check Blackboard and your email for communications from me, as you may have assignments to complete at home instead, such as Panopto videos or other assignments.

Athletic Statement

Athletics sends all instructors an email identifying students (with dates and times) who will miss classes because of athletic contests. If you want to add language in your syllabus regarding wanting the students to reach out personally to you, consider the language below.

CSU Faculty support our student-athletes. If you have to miss class for required athletics events, please look at the syllabus to see what you will miss, based on the Student-Athlete Travel Letter from your athletics advisor.

Then have a conversation with me to discuss how this can be handled.

Syllabus Change Policy

The instructor reserves the right to make changes to the syllabus as needed.

Add Sections as needed

See for example

<https://csu.simplesyllabus.com/doc/tsosqwwbr/Fall-26-ESC-152-1-Programming-with-MATLAB>