

Clayton State University Syllabus Template

[Course Title]

[Course Number & Section]

[Semester & Year]

Instructor Information

- **Name:**
 - **Office Location:**
 - **Office Hours:**
 - **Email:**
 - **Phone:**
 - **Preferred Method of Communication:**
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Course Description

[Brief course description]

Course Learning Outcomes (CLOs)

By the end of this course, students will be able to:

1. [Outcome #1]
 2. [Outcome #2]
 3. [Outcome #3]
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Required Materials

- **Textbook:** [Title, Author, Edition, ISBN]
 - **Software/Platforms:** [e.g., D2L Brightspace, Turnitin]
 - **Other Resources:** [Articles, Open Educational Resources, etc.]
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Course Schedule

Week	Topics	Readings/Materials	Assignments/Assessments
1	[Topic]	[Readings]	[Assignment due date]
...
15	[Final exam/project]		

Course Engagement

Include instruction on how you expect students to engage with the content, you, and their peers.

For accommodations, please contact the [Disability Resource Center](#).

Assessments & Grading

Assignment	Points	Percentage of Grade
Participation/Discussions		
Quizzes		
Midterm Exam		
Final Project		
Total		100%

Grading Scale

A: 90–100% | B: 80–89% | C: 70–79% | D: 60–69% | F: below 60%

Attendance & Participation

Regular attendance and active participation are expected. Absences should be communicated in advance when possible.

Attendance Verification Policy

To comply with federal financial aid regulations, students **must complete the attendance verification assignment in D2L by the posted deadline**. Failure to do so may result in removal from the course.

Student Success Resources

Clayton State University provides resources to help you succeed academically:

- **The Writing Center**: Help with writing assignments at any stage.
 - **The Center for Academic Success (CAS)**: Tutoring, academic coaching, study skills workshops, and more.
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Technical Support

If you experience technical difficulties with D2L, email, or other CSU systems, contact:

- **Clayton State HUB Help Desk**:
 - Website: www.clayton.edu/hub/
 - Phone: (678) 466-HELP (4357)
 - Email: hub@clayton.edu
 - **D2L 24/7 Support**: [GeorgiaVIEW Help Center](#)
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Key Clayton State Policies & Resources

- **Academic Integrity**: [Academic Integrity Policy](#)
 - **Code of Conduct**: [Student Code of Conduct](#)
 - **Technology Requirements**: [Minimum Technology Requirements](#)
 - **Accessibility & Accommodations**: [Disability Resource Center](#)
 - **Title IX & Sexual Misconduct**: [Title IX page](#)
 - **Library & Research Support**: [Clayton State Library](#)
 - **Mental Health Resources**: [Counseling and Psychological Services](#)
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Proctored Testing Policy

Some assessments may require online or in-person proctoring. Students may need to schedule proctored exams and provide a suitable environment. Students are responsible for any costs associated with proctoring services if used off-campus.

Student Privacy & FERPA

All student records are protected under the Family Educational Rights and Privacy Act (FERPA). Sharing course materials or class recordings outside this course is prohibited without instructor approval. Students should not record lectures or discussions without prior permission.

Communication Expectations

- **Response Time:** I will respond to emails within 48 hours on weekdays.
 - **Netiquette:** All communication should be professional and respectful.
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Emergency Procedures

For campus emergencies, follow protocols posted on the [Emergency Management page](#).

Course Policies Summary

- ✓ **Late Work Policy:** [Policy details]
 - ✓ **Make-up Exams/Assignments:** [Policy details]
 - ✓ **Incomplete Grades:** [Criteria for eligibility]
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Instructor Statement

I am committed to fostering an inclusive learning environment. If you encounter barriers to your success, please let me know so we can work together.