



# California Institute of Integral Studies

## SYLLABUS TEMPLATE

Use this form as a guide in creating the syllabus for your course. Your syllabus may have a different arrangement or format but it **must contain all of the information below** unless specifically noted as optional.

Instructors are to post syllabi on Canvas, CIIS's online learning management system, and can do this as soon as the course has been built into the class schedule. Submit the syllabus to the program coordinator two weeks before you post it, however, for the program to review it. We recommend it be posted to Canvas six weeks before the term begins, and require it be posted at least one week before. For assistance, contact CIIS' Office of Online Learning at [onlinelearning@ciis.edu](mailto:onlinelearning@ciis.edu). The program manager/coordinator may also post it to the program page of MyCIIS, which is the administrative portal for students, faculty, and staff.



# California Institute of Integral Studies

## COURSE INFORMATION

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**Course Title:**

**Course Number:**

**Credit Hours:**

**Grade Option:** - this is determined by the program; see the Catalog

**Semester:**

**Meeting Times and Days:**

**Class Location:**

**Online Component (if any):**

**Special Events or Retreats:**

## INSTRUCTOR

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**Full Name/Title:**

**Telephone Number:**

**Office Location:**

**Office Hours:**

**Email Address:**

## COURSE DESCRIPTION

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*Short description of the course, either from the course catalog or created by you. What are the big questions the course will address? How does the course connect to the curriculum?*

**COURSE GOALS (OPTIONAL)**

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*A statement or list of what you hope to accomplish in this course.*

**STUDENT LEARNING OUTCOMES**

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*Four to eight statements of what the student should expect to know or be able to do by the end of the course. Student learning outcomes need to be concise, teachable and assessable. They form the foundation of the course design.*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

**COURSE TEXT AND MATERIALS**

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*List required books and readings.*

**COURSE ASSESSMENT MEASURES**

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*Specify how student learning will be assessed in the course, the weighting of the various assessments, and the due dates. If a paper is required, indicate the format to be used (e.g., ALA, Chicago, MLA); each program has a specified format.*

**COURSE CALENDAR**

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*This is a week-by-week list of topics to be covered, materials to be read, special events and due dates for assignments. While the course calendar is required, instructors can signal that the plan is subject to change.*

**BIBLIOGRAPHY (OPTIONAL)**

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*List suggested readings for research or greater depth in the subject matter.*

## RELEVANT POLICIES

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It is strongly recommended that these policies be discussed with the students at the first class meeting. These are Institute policies and, as such, cannot be overridden by a program or instructor. You or your program may, however, enforce stricter versions of these policies. If so, then include those versions in your syllabus.

### **Class Attendance Policy**

Students are expected to attend all class meetings regularly and punctually. Students are assigned an F (Failure) or NP (No Pass) grade if they are absent for more than 20 percent of a course. This maximum includes both excused and unexcused absences. Three instances of tardiness or leaving early are considered equivalent to one absence. Instructors may permit a student to deviate from this rule on the grounds of illness necessitating confinement for 24 hours or more, a death in the family, or other extreme emergencies. The instructor may request verification of these circumstances by a letter from a medical professional, the Dean of Students, or the Academic Vice President as appropriate. Due to the nature of some courses, individual programs, departments, and instructors may enforce stricter policies than these. Check the program handbook and/or the syllabus of a course to see these policies.

### **Academic Integrity**

Creative and original scholarly research is at the heart of the Institute's academic purpose. It is essential that faculty and students pursue their academic work with the utmost integrity. This means that all academic work produced by an individual is the result of the individual's efforts and that those efforts acknowledge explicitly any contribution by another person. Reproducing another's work and submitting it as one's work without acknowledging the source is called "plagiarism," or stealing the intellectual property of another, which is the antithesis of scholarly research. Any use of other ideas or others' expression in any medium without attribution is a serious violation of academic standards. If confirmed, plagiarism subjects a student to disciplinary action.

### **Policy on Incompletes** (*you or your program have the right to not allow incompletes*)

Students anticipating being unable to complete a course may request permission from the instructor to receive an "I" (Incomplete) grade; students who have not completed the work required for a course are not to be given a passing grade in the course without completing the required work. CIIS courses are expected to be organized in a way that allows work to be completed during the semester the course is being offered. Below are the policies related to incomplete grades:

1. Permission to be given an "I" grade is given only in the following circumstances:
  - a. medical reasons documented by a health-care professional;
  - b. a family emergency verified with supporting documentation; or
  - c. decision by faculty member based on exceptional pedagogical reasons.
2. The instructor has the right to refuse to grant an "I" grade.
3. The Registrar's Office does not record an "I" grade without receiving an Incomplete Grade Request Form signed by the student and the instructor by the grade submission deadline. This form stipulates what coursework is remaining and its due date.
4. The instructor, not the student, determines the deadline for the remaining coursework. This deadline cannot exceed two semesters (including summer) from the last day of the semester in which the course took place, and can be earlier. (For example, if the course is in fall 2011, the student has until the last day of summer 2012 to submit the work unless the instructor specifies an earlier deadline.) The maximum deadline for an Incomplete given for exceptional pedagogical reasons is one semester. This deadline is not extended for students who are on a leave of absence, become inactive, or refrain from registering for any semester while the work remains outstanding.
5. If the student does not submit the coursework by this deadline, the "I" grade converts to an "IN" (Permanent Incomplete). An "IN" is irreversible.
6. Students may not graduate with an "I" grade on their record *even in an elective course*. Students may graduate with an "IN" grade on their record, provided that if the IN was for a required course, the student later successfully repeated the course.

7. The submission of an “I” grade by an instructor does not imply that that instructor will be a CIIS employee in a subsequent semester. It is the student’s responsibility to maintain current contact information for this instructor.
8. Students may not sit in on a subsequent semester’s offering of the same course in order to make up the coursework.
9. When submitting the remaining coursework, the student must include a signed Grade Change Form. The instructor uses this form to notify the Registrar’s Office of the final grade.

**Student Disability Services**

A student with a permanent or temporary disability may request accommodations by contacting Student Disability Services (SDS), a service of the Dean of Students Office, at [studentaffairs@ciis.edu](mailto:studentaffairs@ciis.edu). The Student Disability Services Coordinator works with students to provide reasonable accommodations that will allow for full access and participation in the academic environment. The student must provide documentation from a licensed healthcare professional. The Student Disability Services Coordinator will communicate with the student’s faculty only after receiving a written request from the student; the nature of the disability is never disclosed. More information about registering with Student Disability Services can be found in the Student Life tab of MyCIIS, or at [https://my.ciis.edu/ICS/Student\\_Life/Student\\_Disability\\_Services.jnz](https://my.ciis.edu/ICS/Student_Life/Student_Disability_Services.jnz).

**Statement on Diversity**

*This statement is program-specific. It is within either the program’s or the instructor’s discretions to include it on the syllabus.*