

CLARK ATLANTA UNIVERSITY

CXXX (CRN) – COURSE NAME

DEPARTMENT



Instructor:

Email:

Term:

Office Location:

Office Phone:

Office Hours:

Course Information

CRN:

Course Title:

Course Section:

Semester Hours:

Level (U/G):

Meeting Day(s):

Meeting Time(s):

Meeting Location:

Course Description

Provide a brief description of the course. The course description can also be found in the course catalog.

Course Prerequisites

Include any prerequisites that are required to enroll in this course.

Learning Outcomes

Include the learning outcomes for the course. These should be developed by the department or program, especially for general education courses.

Required Course Texts/ Resources

Include any textbooks or resources, including online resources, that are needed for this course.

Course Delivery Format & Teaching/ Learning Methods

Provide a brief description of how you will deliver this course to students.

For example, if this is a face-to-face course, you could share with your students that lectures will be in person, but you will use Canvas to share lecture presentations, post announcements, and post related supplemental course resources. You could also indicate that students will use Canvas to access and submit assignments, quizzes, exams, and/ or post course related questions to a Q&A discussion board.

Course Grading

Include the grading scale for your course and share any other relevant information associated with grading criteria.

Course Policies & Expectations

*Include the Attendance policy, Tardiness policy, Make-Up / Late Submission policy, etc. for course. Below is **sample attendance language** for both in-person and asynchronous online courses. This information is only a suggestion, but it is imperative that you include a clear and detailed Attendance policy in your syllabus.*

Sample Attendance Policy – In-Person Course

Attendance and Participation

Regular and timely attendance is expected and is essential to your success in this course. Because this is an in-person class, much of the learning occurs through discussion, group activities, and guided practice that cannot be fully replicated outside of class time.

- Students are expected to attend all scheduled class meetings and arrive on time.
- Students may miss **up to xx class sessions** during the semester without penalty.
- Additional absences may result in a reduction of the participation grade and may negatively affect overall performance in the course.

Excused Absences:

Absences may be excused for legitimate reasons such as illness, religious observances, family emergencies, military obligations, or university-sponsored activities. Students should notify the instructor as soon as possible and may be asked to provide documentation.

Make-Up Work:

Students are responsible for all material covered during an absence. Make-up work or alternative assignments will be offered **at the instructor's discretion** for excused absences only.

Chronic Absences:

Excessive absences (typically more than xx% of class meetings) may result in a recommendation to withdraw from the course or other academic action consistent with university policy.

Sample Attendance Policy – Online Course (Email online@cau.edu for any needed clarification)
Attendance and Participation

This course is delivered fully online and does not require live class meetings. Attendance is measured by **active and regular participation** rather than physical presence.

Students are expected to:

- Log into the Canvas course site **at least 3–4 times per week**
- Complete weekly learning modules, readings, discussions, and assignments by the posted deadlines
- Participate meaningfully in online discussions and course activities

What Counts as Attendance:

Attendance in this course includes submitting assignments, contributing to discussion boards, completing quizzes, and engaging with course materials within each week's learning module.

Missed Participation:

Failure to engage in course activities for **one full week** without communication may be counted as an absence. Failure to participate for **two consecutive weeks** may result in administrative action, including possible withdrawal, in accordance with university policy.

Flexibility and Communication:

Students experiencing illness, personal emergencies, work obligations, or technology challenges are encouraged to communicate with the instructor as early as possible.

Reasonable extensions or alternative arrangements may be made when circumstances are documented and communicated in advance.

Optional Inclusive Language You May Wish to Add (Either Modality)

CAU values equitable access to learning. Students who experience barriers to attendance due to disability, caregiving responsibilities, employment commitments, or other documented circumstances are encouraged to speak with the instructor and/or the Office of Counseling and Disability Services to explore reasonable accommodations.

Disabilities & Special Accommodations

Clark Atlanta University is committed to cultivating an inclusive and accessible academic environment where students' diverse abilities can fully engage in all aspects of campus life, both in and beyond the classroom. As part of this commitment, the university complies with the Americans with Disabilities Act (ADA) of 2008, Section 504 of the Rehabilitation Act of 1973, and all applicable disability-related laws.

Students experiencing disability-related barriers are encouraged to contact the Office of Counseling and Disability Services (OCDS) as early as possible to request reasonable accommodations. This support is available to students enrolled in in-person, hybrid, and fully online courses across all academic departments.

To begin the accommodation process, please:

- Call the office at (404) 880-8042
- Visit the 3rd floor of Trevor Arnett Hall
- Or schedule an intake appointment via the Counseling and Disability Services website:
CAUaccessibility@cau.edu
-

Once accommodations are approved, faculty will receive a DocuSign notification detailing the student's academic adjustments. Please note that accommodations are not retroactive, so timely communication is essential.

Faculty and staff are committed to ensuring equity for all students, and we encourage ongoing dialogue to support students' academic success.

Academic Integrity & Plagiarism

The faculty and students at Clark Atlanta University recognize that academic integrity is fundamental to the education process. Breaches of academic integrity by students are violations of University policy and will subject students to disciplinary action (per the [Undergraduate Student Handbook](#) & the [Graduate Handbook](#)). Students who submit course requirements which are not their own or who commit other acts of academic dishonesty will forfeit the opportunity to continue to matriculate at Clark Atlanta University.

Use of Artificial Intelligence

Faculty should consult the [CAU Artificial Intelligence Guidelines](#) document and then insert their AI - Use expectations in this section of the syllabus.

Technical Support

OIT & Help Desk

The Office of Information Technology (OIT) has 24-hour Help Desk. Call anytime at 404-880-6482 or you can also email your concerns to support@cau.edu.

Canvas Support

For any support needs related to applications within the Canvas you can reach a support team member Monday – Friday, 9:00am – 5:00pm via email online@cau.edu.

Library & Student Resources

You can access a full range of services via the [library website](#), 24/7 from any device anywhere there is Internet access.

If you are seeking additional resources, please visit the [AUC Woodruff Library website](#).

Course Outline & Schedule

Include module, chapter, or topic/ themes, required readings, and dates for assignments, quizzes, exams, holidays, etc.

About Your Professor

*Include a **very brief** introduction about who you are.*