College of Southern Nevada

Your Future Starts Here!

[Master] Syllabus

Course: Prefix, Number, Name

Course Prerequisite: If applicable; if not, then "N/A"

Mode of Delivery: Traditional, hybrid, online

Date of Offering:

Course Credits: Lecture, Lab, Credit Hours

Meeting days and time:

Campus Location:

Course Description:

- Include course prefix, number, & name
- Duplicate the current CSN Catalog Course Description.

Instructor Information

Name:

Office location and number:

e-Mail:

Office Hours:

Phone:

Course Objectives/Outcomes: List measurable outcomes, or what the students will be able to perform or demonstrate at the end of the course and connect where applicable to cross-disciplinary outcomes.

Course Outcomes

1.
2.
3.
4.

Texts:

- List required text(s).
- Recommended text(s).

References

- Library Reserves and Supplemental Info

Methods of Evaluation

- Include the assessment devices: i.e. tests, quizzes, homework, reports, projects, etc.
- Include the method of grade determination.
- Include the grading scale.

Attendance Policy

- Include attendance policy; needs at minimum to match College Policy below.

College enrollment assumes maturity, seriousness of purpose and self-discipline for meeting the responsibilities associated with the courses for which a student registers. Students are expected to attend each meeting of every course for which they have registered. Attendance is essential for normal progress in a college course. A student may be dropped from a course for excessive absences by the course instructor. Under no circumstances will an absence, for any reason, excuse a student from completing assigned work in a given course. After an absence, it is the student's responsibility to check with the instructor about the completion of missed assignments. **(Note: logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement.)**

Classroom Procedures:

- Include any specific classroom procedures or rules (examples--cell phone policy, late work, make-up testing).

CSN Americans with Disabilities Act (ADA) statement

- *The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees so that they may participate in the application process and/or perform the essential job duties of the position. More at: http://www.csn.edu/pages/2566.asp*

  - Current CSN Disability Resource Center contact information 2016: https://www.csn.edu/csn-disability-resource-center-contact-us

Student's rights and responsibilities pertaining to CSN policies and services

- College Policies and Student's rights and responsibilities found at https://www.csn.edu/sites/default/files/u2241/policiesprocedures.pdf

Library Services

Reference to library workshops such as "College Library Services offers ongoing research workshops throughout the semester. Bring your topic or assignment to one of the workshops on the basics of locating and citing quality information and receive in-depth assistance with a librarian. Check out the schedule at http://www.csn.edu/LibraryWorkshops or call 651-5729 for more information."

CSN Academic Integrity Policy:

Academic integrity is a legitimate concern for every member of the CSN college community. By joining the CSN college community, students accept the expectations to always take the ethical path and uphold the standards for integrity and honesty in their individual academic studies and to encourage others to do the same. It is the policy of CSN to review and investigate all allegations of violations of the academic integrity policy, and if violations have occurred, to impose appropriate sanctions that maintain the integrity of CSN's academic courses and programs. See more at:
http://archive.csn.edu/uploadedfiles/2010.08.11%20FINAL%20FacSenIntegritydraft.pdf

Tentative Schedule for the Semester

Date and Week/Module/Unit	Description	Due

Safety & Labs/Clinicals

- Include information on safety, labs
- Assumption of Risk if class-organized travel off campus
- Insurance for certain classes, available for all students

Additional Fees or Activities

- Fees
- Activities

Additional Information Unique to Instructor

- Policies
- Possible objectionable material

Disclaimer *(Applicable to All Policies)*

The President has the discretion to suspend or rescind all or any part of above listed policies or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission. Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

Student Technical Support and Other Assistance

Canvas

To activate your Canvas account

1. Go to www.csn.edu
2. Click on "Login"
3. In the Dashboard, click on the "Student Account Validation" icon
4. Under "CSN Student Account Validation," input the following information:
   • NSHE ID:
   • Last Name:
   • Pin:
5. Click "Next"
6. Under "CSN Computer Usage Policy" read and click the "I Agree" button
7. Under "Set Password", click "Create", then "Confirm."
8. Go back to www.csn.edu
9. In the Dashboard, click on "Login"
10. Click on the "Password Registration" icon

To access your Canvas classes

1. Go back to the Dashboard on www.csn.edu
2. Click the "Canvas" icon and enter your credentials

For any questions, call 702-651-HELP (4357)

MyCSN Assistance: Call 702-651-5555 Monday – Friday, 9 am to 7 pm

• To reset your MyCSN password
• Get assistance navigating MyCSN
• Answer any MyCSN questions

Help Desk

• Computer technical support
• Reset Student Passwords for Canvas
• Call: 702-651-HELP (4357) or submit a help desk ticket on the CSN Dashboard "Self-Service Help Desk"

Activate your Library Account in order to:

• Use the computers in the Computer Labs
• Use the computers in the Library
• Use the copy machines

Go to the Computer Lab or the Library to activate your account on their activation computer

Obtain Student ID

- Go to Cashier Office and pay $2.00
- Take receipt and copy of your schedule to Student Government Monday through Friday 8 am to 4:45 pm

See a Student Services Representative

- If you need to see a Student Services Representative, please sign into CoyoteQ from a computer, your cell phone or a kiosk at one of the campuses. www.csn.edu/coyoteq

- You will receive alerts on your cell phone when it is your turn to be seen. If you do not have a cell phone, you will need to view the monitors and/or kiosks to see when it is your turn.