Course Number and Title
Term and Year

Course format: online/hybrid/flexible

 # semester credits

Course Description

Description of course, for example:

- What can students expect to learn and do?
- What kinds of assessments can students expect to engage with in your class?
- How will your course help students to develop as learners, emerging scholars, or early-career professionals?

Prerequisites

List academic prerequisites and/or prior skills, knowledge, resources, or courses that will help students to succeed in the course.

Course Learning Objectives

What skills, topics, or knowledge will students be expected to demonstrate after they've completed your course? List 3-6 course-level learning objectives that are student-centered, actionable, and measurable. For guidance on how to craft effective learning objectives, explore CTL's Establish Course-level Learning Objectives.

After successfully completing this course, you will be able to:

- List course objective
- List course objective, etc.

Instructor Information and Communication

Course Instructor

Name of Instructor | email

Graduate Student Instructors (GSIs)

While the instructor will interact with the whole class and will oversee all activities and grading, as well as being available to resolve any

issues that may arise, the GSIs will be your main point of contact. Your GSIs are responsible for assisting you directly with questions about assignments and course requirements. The GSIs will also facilitate ongoing discussion and interaction with you on major topics in each module.

- Name of GSI | email
- Name of GSI | email

Discussion Sections

Your GSI will lead weekly discussion sections via Zoom. [Instructor to add other details about discussion sections and attendance policy.]

Office Hours

The course instructor and GSIs will offer office hours via Zoom. These office hours allow for synchronous interaction with the instructor and GSIs and are a good opportunity to discuss your questions relevant to the course.

Instructor: Day/Hour (Pacific Time)

GSI: Day/Hour (Pacific Time)

GSI: Day/Hour (Pacific Time)

Links to the appropriate Zoom meeting will be available in bCourses.

Course Mail

You can also contact your GSI and instructor using the bCourses emailing system, accessed via your Inbox (in global navigation on the left). You can also choose to have your bCourses mail forwarded as text (SMS) or to your personal email.

Course Help

You're not alone in this course; the instructor and GSIs are here to support you as you learn the material. It's expected that some aspects of this course will take time to grasp, and the best way to grasp challenging material is to ask questions.

To ask a question, use [the bCourses Q&A forum/Ed Discussion]. The instructor and GSIs will monitor this discussion forum, but you should also feel free to answer questions posted by other students. You can

also reach out to the course staff in office hours, during live discussion sections, and/or via email.

Students with Disabilities

If you require course accommodations due to a physical, emotional, or learning disability, contact UC Berkeley's Disabled Students' Program (DSP). Notify the instructor and GSI through course email of the accommodations you would like to use. You must have a Letter of Accommodation on file with UC Berkeley to have accommodations made in the course.

UC Berkeley is committed to providing robust educational experiences for all learners. With this goal in mind, we have enabled the ALLY tool for this course. You can now automatically generate "Alternative Formats" for course files and bCourses Pages. Depending on the context, these formats can include Tagged PDF, HTML, BeeLine Reader, Electronic Braille, ePub, Immersive Reader, MP3, and translated versions. For more information, watch the video entitled, "Ally Tutorial for Students at UC Berkeley."

Course Materials and Technical Requirements

Textbook / Required Materials

- Stewart, James. Calculus: Early Transcendentals, 7th ed. (Brooks/Cole Publishing Company, 2012).
- ISBN: 9780538497909. [always include ISBN]
- Publisher's online homework package, etc.

Additional Materials

You'll find links to additional reading materials in bCourses.

Technical Requirements

This course is built on a Learning Management System (LMS) called Canvas (UC Berkeley's instance of Canvas is called bCourses). You'll need to meet these computer specifications to participate within this online platform.

Technical Support

UC Berkeley provides technology support for graduate and undergraduate students that may prove valuable in this course, including free software (software.berkeley.edu), device lending (technology.berkeley.edu/step) and the student helpdesk (studenttech.berkeley.edu/techsupport).

If you're having technical difficulties please alert one of the GSIs immediately. However, understand that neither the GSIs, nor the instructor can assist you with technical problems. You must call or email tech support to resolve any technical issues.

To contact tech support, click on the "Help" button on the bottom left of the global navigation menu in bCourses. Be sure to document all interactions (save emails and transaction numbers).

Learning Activities and Assignments

You're expected to fully participate in all the course activities described below.

Asynchronous/Synchronous Format

Some of your learning activities will be asynchronous (i.e., lectures, readings, assignments), which you can complete at any time before the due date. Other activities will be synchronous (i.e., discussion sections, office hours, final exam, etc.), which you will attend at a specific time.

All times listed are Pacific Time—please adjust for your time zone. If you prefer, you can set your own time zone to display throughout bCourses.

Reading Assignments

Each week, you will find the assigned reading materials posted in bCourses.

Lectures

Each week, you'll find lectures that provide important information and insights on the week's topics. All lectures have been pre-recorded, for you to watch on your own: *there are no live lecture meetings for this course*. Recorded lectures support your readings and assignments but also contain additional material that may be included in the exams. You're expected to take notes while viewing the lectures as you would

in a regular classroom. Please watch the lectures before the week's discussion section.

Quizzes (x% [percentage of total grade])

After completing the lectures and reading assignments for the week, take the [weekly quiz]. The quizzes will be [description of the quiz materials, platform (i.e., bCourses, Gradescope, etc.), question types, time limit, etc.]. Quizzes are due by [time am/pm Pacific Time] on [days] and have a [x-minute] time limit.

If you have a Letter of Accommodation at UC Berkeley, confirm with your GSI that it has been received and accommodations have been made. Every time you start a quiz or exam, check to confirm you have the correct time accommodation. If not, notify your GSI.

Participation (x%)

You can receive x% for participation in synchronous discussion sections and/or office hours and/or posting and responding in the asynchronous discussion forums. Your grade for this participation will depend on both the quality and quantity of your contribution.

Discussions (x%)

Each week contains an assigned group discussion in which we ask you to write reflectively and critically about the discussion topic. Your posts and responses are considered your class participation and represent an opportunity for you to exchange views with your classmates, share experiences and resources, and ensure your understanding of the course material.

[Include a detailed description of discussion assignments, expectations, and rubric. See Research, Teaching, and Learning's page on Engage Students Through Discussion for general recommendations and sample rubrics.]

While the discussion assignments are asynchronous, you'll be expected to make an initial posting by [11:59pm Wednesday (Pacific Time) and to respond to at least two students' postings by 11:59pm Friday (Pacific Time)].

Assignments (x%)

[Include details about assignments.] Assignments are due by [time am/pm Pacific Time] on [days]. [For recommendations on creating rubrics for assignments, see the Center for Teaching and Learning's Assessment Rubrics page.]

Midterm Exam (x%)

You will complete a midterm exam on [date] at [time] Pacific Time. The midterm exam covers the content in Modules _____ and contains essay and multiple-choice questions. The exam has a [x-minute] time limit, and you must take it within the prescribed [24-hour] window. [Include other details about midterm, including open/closed book, notes and devices allowed/prohibited, cannot be taken collaboratively or discussed with others, etc.]

Final Exam (x%)

You will take a comprehensive, _____ hour, closed-book final exam on [date] at [time] Pacific Time. There will be no make-up exam. The exam will take place at [location] on campus.

[Instructor to add further details about the exam, types of questions, etc.]

[For Summer Sessions Online courses] If you cannot come to campus, you will need to arrange to have the examination proctored off-site. Review the Proctor Info in the left navigation menu.

Grading

Your final course grade will be calculated as follows:

Table 1: Final Grade Percentages

Category	Percentage of Grade	Notes
Discussions (# of discussions in course)	#%	E.g., See rubric for grading specifics.
Quizzes (# of quizzes in course)	#%	E.g., The lowest quiz score will be dropped.
Assignments (# of assignments in course)	#%	E.g., The lowest two homework scores will be dropped.
Midterm Exam	#%	[Add note for midterm grading]

Category	Percentage of Grade	Notes
Final Exam	#%	[Add note for final grading]

Course letter grades will be assigned based on the following intervals:

Table 2: Grade Intervals

Letter Grade	Percentage Interval
A+	
A	100 to 90%
A-	
B+	
B	…
B-	
C+	
C	…
C-	
D+	
D	…
D-	
F	…

[To add grade intervals to bCourses, enable the Grading Scheme feature in the course Settings in left navigation.]

Strategies for Successful Learning

[Instructor to add content-specific strategies on how students will learn the course material.]

View the Center for Teaching and Learning's page on (meta)cognitive strategies for student learning to help you effectively study the material.

Take Care of Yourself

Do your best to maintain a healthy lifestyle this semester by eating well, exercising, getting enough sleep, and taking time to recharge your mental health. Taking time to care for yourself, and avoiding burnout, will help you achieve your academic, professional, and personal goals.

If you start to feel overwhelmed, be kind to yourself and reach out for support. Remember that seeking help is a courageous thing to do—for yourself and for those who care about you.

Support Resources include emotional, physical, safety, social, and other basic wellbeing resources for students. Academic resources can be found at the Student Learning Center and English Language Resource sites. Berkeley's Office of Emergency Management has resources to prepare for emergencies.

Course Policies

Late Work Policy

Describe your late work policy.

- Will you accept late work? If so, up until when?
- Do you plan to deduct points for lateness? If so, how many?
- Will you require any sort of documentation when accepting late work?

Retake Policy

Describe your retake policy for assignments that were submitted on time and eligible for re-submission.

- Will you permit students to resubmit one or more assignments? If so, which ones? How long will students have to resubmit?
- Will students be able to resubmit for additional points? If so, how many?
- Will you require any sort of documentation when accepting resubmitted work?

Scheduling Conflicts

Please notify me in writing by the second week of the term about any known or potential academic or extracurricular conflicts. I will try my best to help you with making accommodations but cannot promise them in all cases.

Academic Integrity

You're a member of an academic community at one of the world's leading research universities. Berkeley creates knowledge that has a lasting impact in the world of ideas and on the lives of others; such knowledge can come from an undergraduate paper as well as the lab of an internationally known professor. One of the most important values of an academic community is the balance between the free flow of ideas and the respect for the intellectual property of others. Scholars and students always use proper citations in papers; professors may not circulate or publish student papers without the writer's permission; and students may not circulate or post materials (handouts, exams, syllabi—any class materials) from their classes without the written permission of the instructor.

Any test, paper or report submitted by you and that bears your name is presumed to be your own original work that has not previously been submitted for credit in another course unless you obtain prior written approval to do so from your instructor. In all of your assignments, including your homework or drafts of papers, you may use words or ideas written by other individuals in publications, websites, or other sources, but only with proper attribution. If you're unclear about the expectations for completing an assignment or taking a test or examination, be sure to seek clarification from your instructor or GSI beforehand. For additional information, read this UC Berkeley Library guide on How to Avoid Plagiarism.

As a member of the campus community, you're expected to demonstrate integrity in all of your academic endeavors and will be evaluated on your own merits. The consequences of cheating and academic dishonesty—including a formal discipline file, possible loss of future internship, scholarship, or employment opportunities, and denial of admission to graduate school—are simply not worth it. Read more about Berkeley's Honor Code.

[Instructor may wish to include specific consequences for cheating with regard to grades and/or reporting to the Center for Student Conduct.]

[Turnitin: As a tool to promote academic integrity in this course, written work submitted via bCourses may be checked for originality using Turnitin. Turnitin compares student work to a database of books, journal articles, websites, and other student papers. This creates an opportunity for students to improve their academic writing skills, by ensuring that other sources have been properly cited and attributed.

For more information about Turnitin at UC Berkeley, visit Academic Integrity | Research, Teaching, and Learning.]

Incomplete Course Grade

Students who have substantially completed the course but for serious extenuating circumstances, are unable to complete the remaining course activities, may request an Incomplete grade. This request must be submitted in writing to the GSI and instructor. You must provide verifiable documentation for the seriousness of the extenuating circumstances.

Refer to the Office of the Registrar's website for more information on the university's policy on Incomplete Grades.

End of Course Evaluation

UC Berkeley is committed to improving our online courses and instruction. Before your course ends, please take a few minutes to participate in the course evaluation. We are interested in your online learning experience, and your feedback will help us plan for the future and make improvements. The evaluation does not request any personal information, and your responses will remain strictly confidential. Information about the course evaluation will be made available in bCourses.

[See How Can Instructors Encourage Students to Complete Course Evaluations and Provide Informative Responses?]

Course Outline

Below is a weekly course schedule. All readings, lectures, and assignments are provided in bCourses for the assigned week. Check bCourses for specific assignment due dates.

Week 1: Title

Readings

- Reading 1
- Reading 2, etc.

Lectures

- Lecture 1
- Lecture 2, etc.

Assignments

- Week 1 Quiz
- Week 1 Discussion
- Assignment 1, etc.

Week 2: Title

Readings

- Reading 1
- Reading 2, etc.

Lectures

- Lecture 1
- Lecture 2, etc.

Assignments

- Week 2 Quiz
- Week 2 Discussion
- Assignment 2, etc.

Week 3: Title

Readings

- Reading 1
- Reading 2, etc.

Lectures

- Lecture 1
- Lecture 2, etc.

Assignments

- Week 3 Quiz
- Week 3 Discussion
- Assignment 3, etc.

Week 4: Title

Readings

- Reading 1
- Reading 2, etc.

Lectures

- Lecture 1
- Lecture 2, etc.

Assignments

- Week 4 Quiz
- Week 4 Discussion
- Assignment 4, etc.

Week 5: Title

Readings

- Reading 1
- Reading 2, etc.

Lectures

- Lecture 1
- Lecture 2, etc.

Assignments

- Week 5 Quiz
- Week 5 Discussion
- Assignment 5, etc.

Week 6: Title

Readings

- Reading 1

- Reading 2, etc.

Lectures

- Lecture 1
- Lecture 2, etc.

Assignments

- Week 6 Quiz
- Week 6 Discussion
- Assignment 6, etc.