



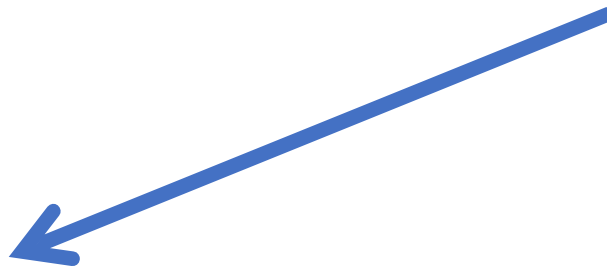
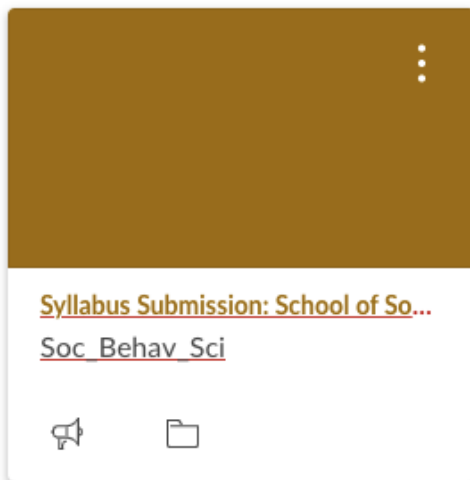
# Syllabus Submission Step-by-Step Guide

This resource provides step-by-step instructions for ensuring the Student Learning Outcomes (SLOs) are accurate on your course syllabus documents, and for submitting your syllabi in Canvas.

- You may also view our [Syllabus Submission Demonstration Video](#)
- New Instructors: You are welcome to use our [Syllabus Template](#)
- See all our supporting documents: [Syllabus Submission Resources](#)

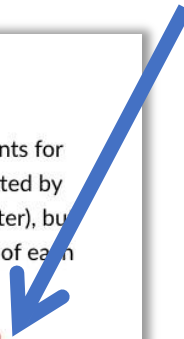
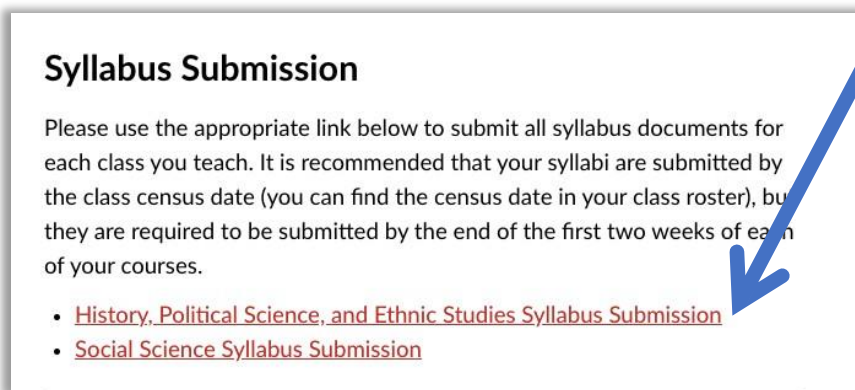
## Step 1: Log into Canvas and Enter Your Syllabus Submission Shell

- Visit the [VikingPortal](#) and enter Canvas
- Upon login, a "Syllabus Submission" Shell should appear in your Canvas Dashboard. Click it to enter:



## Step 2: Click on the Syllabus Submission for Your Department

- Locate the "Syllabus Submission" based on your Department. Click it:



### Step 3: Click "Start Assignment"

Social Science Syllabus Submission

**Start Assignment**

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Due No Due Date    Points 1    Submitting a file upload    File Types pdf

**Faculty:**

Please upload the syllabus for each class you teach. All syllabi must contain Student Learning Outcomes (SLOs) for that particular course. You can find the

### Step 4: Locate the Course Outline Public View and Search for Your Course

**B** COURSE OUTLINE PUBLIC VIEW

Quick search

Credit Course Outlines

ANTHR4

**Search**

1. Type course

2. Click Search

**B** COURSE OUTLINE PUBLIC VIEW

Course Outline Detail

Face Page    **Outcomes**    Content    Instruction 1    Instruction 2    Assignments    Evaluation

Textbooks    Requisites

Send to Printer    Print to PDF

**Face Page** ANTHR 4

Course Information

3. Click "Outcomes"

**B** COURSE OUTLINE PUBLIC VIEW

All student learning outcomes and objectives must be addressed in the content, methods of presentation, college-level assignments, and methods of evaluation that follow.

**Outcomes** Upon completion of the course the student should be able to:

1. Identify the intrinsic connections between language, culture, and society through ethnographic examination of linguistic features.
2. Apply anthropological methods and theories to the study of language across cultures and through time.

4. Locate the Outcomes

**Objectives** Upon completion of the course the student should be able to:

1. Explain the anthropological approach to language and communication.
2. Analyze and exemplify how language and culture are acquired and interrelated.
3. Identify the structural properties of language.
4. Analyze nonverbal communication cross-culturally.
5. Describe the biocultural origins and development of language through time.

**Step 5: Copy and Paste the Outcomes to the "Comments" Box**

- Select and "Copy" the Outcomes only. Please do not copy the Objectives.

**B** COURSE OUTLINE PUBLIC VIEW

All student learning outcomes and objectives must be addressed in the content, methods of presentation, college-level assignments, and methods of evaluation that follow.

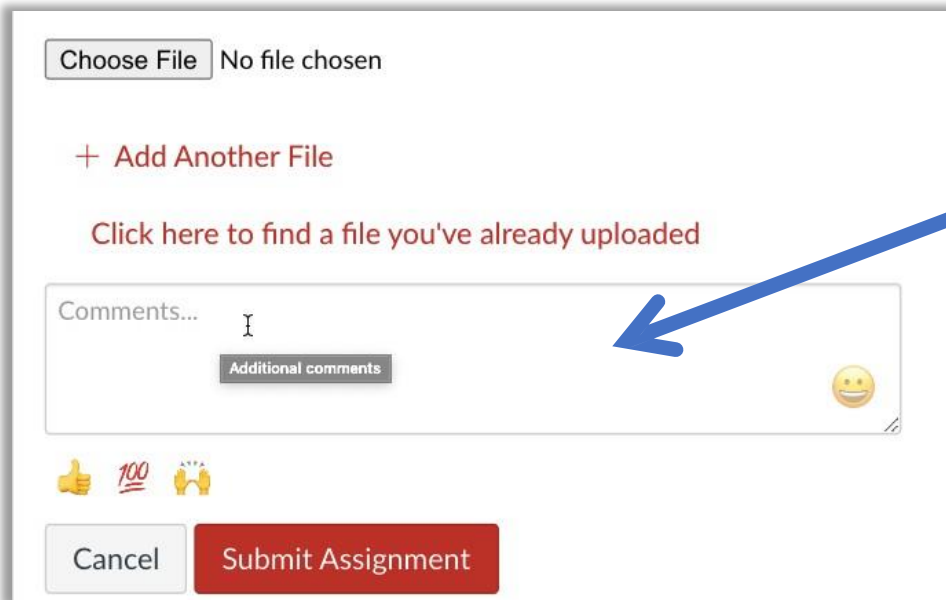
**Outcomes** Upon completion of the course the student should be able to:

1. Identify the intrinsic connections between language, culture, and society through ethnographic examination of linguistic features.
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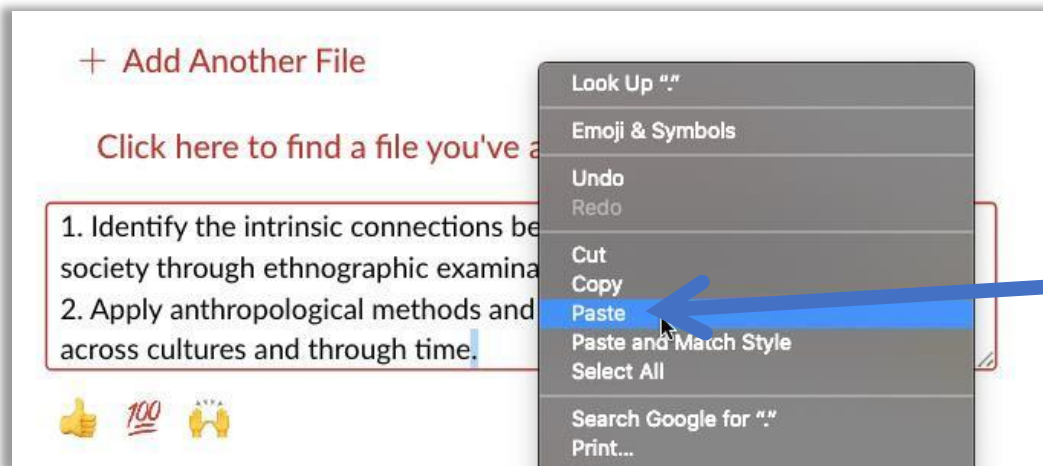
Look Up "1. Identify the intrinsic connections between..."  
Copy  
Copy Link to Highlight  
Search Google for "1. Identify the intrinsic connections between..."  
Print...  
Open Long Description In New Tab

**Objectives** Upon completion of the course the student should be able to:

- Scroll down the page and locate the “Comments...” box. Click it.



- Paste the Outcomes into this “Comments...” box.



- ⇒ Note: This is a crucial step for the reviewers, who may not always be in your department and who may not be familiar with your department's SLOs.

## Step 6: Check Your Syllabus Document(s) to Ensure the Outcomes Match

- Open your syllabus document(s) on your computer.
- Locate the Outcomes within these documents.
- Verify that they match exactly with the Outcomes in the Course Outline you just copy/pasted

The image shows two side-by-side documents. The left document is a 'COURSE OUTLINE PUBLIC V' with a red 'B' logo. It lists 'Outcomes' and 'Objectives' for a course. The right document is a syllabus with a toolbar at the top and text describing the course. A blue double-headed arrow points from the 'Outcomes' section of the course outline to the 'Student Learning Outcomes' section of the syllabus, indicating a comparison of the two.

Continue to Step 2 below.

**B** COURSE OUTLINE PUBLIC V

All student learning outcomes and objectives must be addressed in the content, methods of presentation, college-level assignments, and methods of evaluation that follow.

**Outcomes** Upon completion of the course the student should be able to:

1. Identify the intrinsic connections between language, culture, and society through ethnographic examination of linguistic features.
2. Apply anthropological methods and theories to the study of language across cultures and through time.

**Objectives** Upon completion of the course the student should be able to:

1. Explain the anthropological approach to language and communication.
2. Analyze and exemplify how language and culture are acquired and interrelated.
3. Identify the structural properties of language.
4. Analyze nonverbal communication cross-culturally.

Step 2: Check the SLOs in Your Syllabus Document(s)

Paste Font Paragraph Styles Create and Share Adobe PDF Request Signatures

This introductory course serves as a foundation for understanding the intrinsic connection of language and culture using anthropological methodologies. Language is presented as a shared system of symbols that encodes various cultural realities in Western and non-Western societies. This course surveys three core areas in linguistic anthropology: Structural Linguistics—phonology, morphology, syntax, and semantics; Historical linguistics—origins and evolution of language, the development of language over time including its changes, variations, and language loss; and Sociolinguistics—language acquisition in a cultural context, how culture shapes language, and the intersection of language and systems of power.

In other words: We learn about language and culture across many human groups.

Student Learning Outcomes

After taking this course, students will be able to:

1. Identify the intrinsic connections between language, culture, and society through ethnographic examination of linguistic features.
2. Apply anthropological methods and theories to the study of language across cultures and through time.

Course Theme: Language Loss

In an effort to sustain cultural and linguistic relevancy in the course, we will focus the entire semester on a pressing issue in the study of world languages: **Language loss, language endangerment/death, and revitalization**. All topics and learning objectives will feature a section focused on this important theme. Furthermore, this will require a critical examination of historical linguistics and sociolinguistics in the context of colonization, socialization, and globalization.

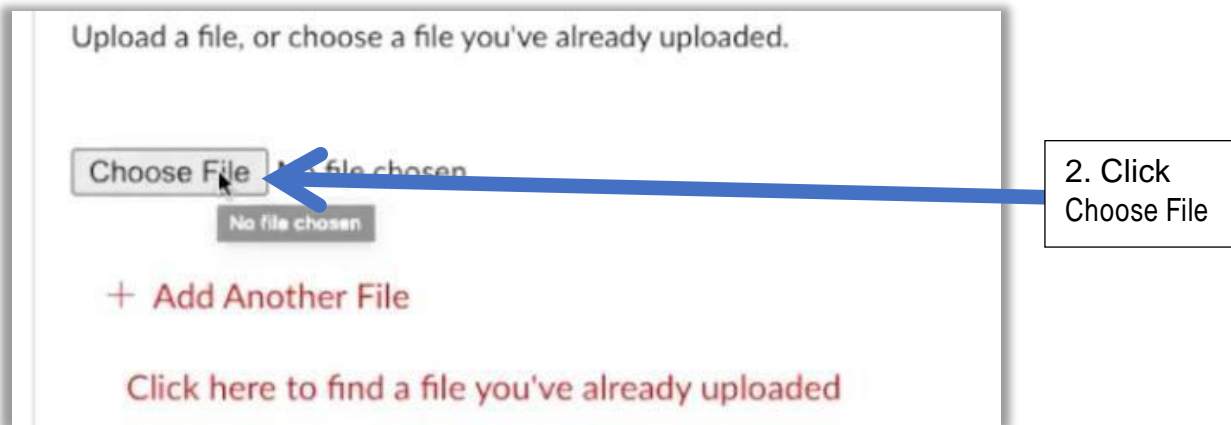
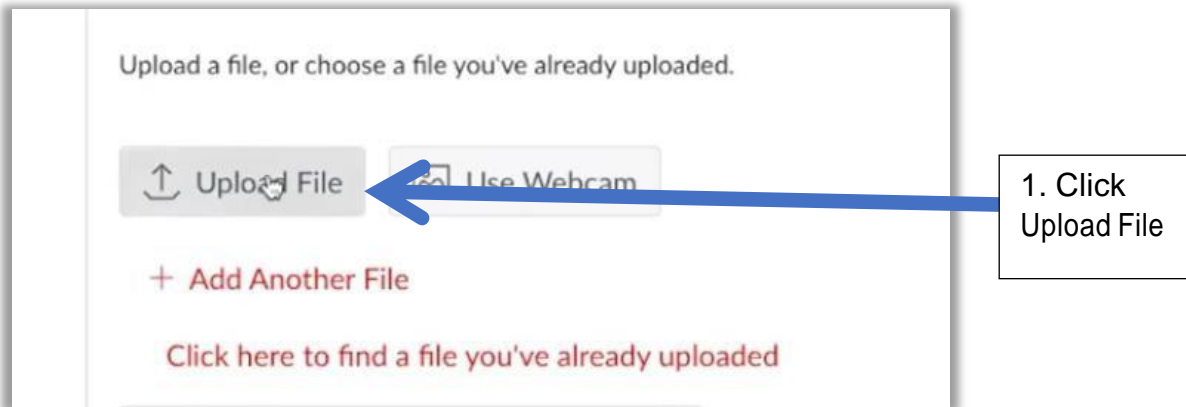
This syllabus offers information and resources to introduce you to language loss. These items are formatted as below:

- If they do not match exactly, please copy/paste the accurate SLOs from the Course Outline into your syllabus document(s).

## Step 7: Rename and Save Your Syllabus Documents as a PDF

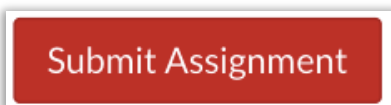
- Save your document with the following naming convention: Course#\_Section#\_InstructorLastName.
  - For example: ANTHR2\_31469\_Robertson
  - ⇒ **Note:** Use the shortened course name (with no spaces) listed in the schedule of classes.
- Save the syllabus in .pdf format.
  - Other file types cannot be submitted in this Canvas assignment.
- Need help with this? See the following guide: [How to Rename a Document](#)

## Step 8: Upload Your Syllabus File(s) to Canvas



- Select the Syllabus PDF file from your computer
- Click “Add Another File” for additional sections of this class
- ⇒ Note: If you are teaching a **PLUS** course or a course with both a **lecture** and **lab**, you may use the same syllabus for both components of the course; however, you must submit the syllabi separately for each section you teach (i.e., one for STAT1 and one for STAT801X; one for BIO41 and one for BIO41L).

## Step 9: Click “Submit Assignment” in Canvas



## Step 10: If You Teach Additional Courses, Click “New Attempt” and Repeat Steps 4-9 above

