

# CSULB University Archives

## Frequently Asked Questions about Syllabi

### Why do we have to turn in all of the syllabi from every department?

The syllabi are one of the most frequently requested items that are housed in University Archives. Below are a few examples of what they are used for:

- Students applying to new schools and programs use the syllabi to prove what material they have already learned so they don't have to repeat a course.
- Universities need syllabi to approve course equivalencies for transfers.
- Companies request syllabi to determine job titles and employee responsibilities.
- Syllabi may be used during the accreditation process.

### How can I turn the syllabi in to University Archives?

Syllabi can be turned in to Archives on CD, a flash drive or in paper. You can send the syllabi in campus mail addressed as follows:

Library, University Archives  
MS 1901

If you prefer, you can deliver them directly to the 3<sup>rd</sup> floor of the University Library, Room 300.

For CD's and flash drives:

- Please make sure the files can be opened in Word or Adobe PDF.
- If your College has multiple departments on one CD or flash drive, we appreciate if the departments are separated into individual folders. For example, within the College of Business Administration, the files would be separated into folders labeled: **HRM, SCM, ACCT, BLAW etc...**
- It is helpful if the file names are titled consistently on the CD's and flash drives. Here is an example of an ideally labeled file name: **ATHL 100 – 2014 Fall – Smith**. However, we will accept all syllabi that are given to us, even if you have already organized and labeled the files using a different convention.
- If you are sending a flash drive, please note a name, extension and location on campus to return it to. We want to make sure you get your flash drive back.

### Who do I contact if I have any questions?

Please feel free to contact us with any questions at ext. 5-1580 or e-mail [heather.steele@csulb.edu](mailto:heather.steele@csulb.edu).

Thank you for your effort in turning the syllabi into University Archives. You are helping us take care of the needs of CSULB students, alumni and the community.