Course Number: Course Name

Semester Year – Credit Hours

# Instructor(s)

Name:

Email:

Phone:

Office Hours:

# Class Meetings

Meeting time: [day(s) of the week and class start and finish times]

Location: [building, room (if relevant)]

# Prerequisite(s)

# Bulletin Course Description

# Course Overview

# Learning Outcomes

Upon successful completion of this course, you, will be able to:



# Required Textbooks(s)



# Average Student Workload Requirement [pick the relevant one and delete the rest]

## Three Credit Courses

Over the 8-week course, you should expect to spend an average of 6 hours per week of direct or guided instruction (e.g., peer-reviewing classmates writing assignments, engaging in team-based assignments, discussion boards) and 12 hours per week in independent learning (e.g., independent research, reading), for a total average of 18 hours per week of direct and independent learning. The time may vary for each student based on professional background, academic experience, and learning style.

## Two Credit Courses

Over the 8-week course, you should expect to spend an average of 4 hours per week of direct or guided instruction (e.g., peer-reviewing classmates writing assignments, engaging in team-based assignments, discussion boards) and 8 hours per week in independent learning (e.g., independent research, reading), for a total average of 12 hours per week of direct and independent learning. The time may vary for each student based on professional background, academic experience, and learning style.

## One Credit Courses

Over the 8-week course, you should expect to spend an average of 2.5 hours per week of direct or guided instruction (e.g., peer-reviewing classmates writing assignments, engaging in team-based assignments, discussion boards) and 4 hours per week in independent learning (e.g., independent research, reading), for a total average of 6 hours per week of direct and independent learning. The time may vary for each student based on professional background, academic experience, and learning style.

## 15-Week Three Credit Courses

Over the 15-week course, you should expect to spend an average of 2.5 hours per week of direct or guided instruction (e.g., peer-reviewing classmates writing assignments, engaging in team-based assignments, discussion boards) and 5 hours per week in independent learning (e.g., independent research, reading) or 7.5 hours per week. The time may vary for each student based on professional background, academic experience, and learning style.

# Weekly Topics

| Week | Topic(s) and Readings | Assignment(s) Due |
| --- | --- | --- |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. |  |  |
| 11. |  |  |
| 12. |  |  |
| 13. |  |  |
| 14. |  |  |
| 15. |  |  |

# Course Deliverables and Grading Schema

| Deliverable | % of Final Grade | Aligns with Course Learning Outcome(s) # |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total | 100% |  |

## Assignment Descriptions

Provide a description for each graded assessment noted in the table.

## Grading

**SELECT Undergraduate or Graduate FROM BELOW and delete the others**

In **undergraduate** level coursework, the following grading system is used: A, Excellent; B, Good; C, Satisfactory; D, Low Pass; F, Fail. At the discretion of the program and individual faculty, “+” or “-” (plus or minus) grades also may be assigned; however, A+ and C- may be awarded for individual assignments but cannot be awarded as a final grade.

Except for courses that specifically state that repetition for credit is permitted, a candidate for an undergraduate degree or undergraduate-level certificate (including post-baccalaureate certificate) at this University may not repeat a course in which a grade of D or above was received, unless a petition to do so is approved by the appropriate dean and/or chair upon recommendation of the program director. If a course is repeated, the first grade remains on the student's record and is included in the cumulative GPA. SMHS is excluded from the First-Year Academic Forgiveness Policy. Symbols that may appear on the transcript include CR, Credit; AU, Audit; P, Pass; NP, No Pass; I, Incomplete; IPG, In Progress; W, Authorized Withdrawal; Z, Unauthorized Withdrawal. These symbols are not considered in determining the GPA.

Grades are based on the following scale:

97-100 = A+ (may not be used for final course grade)

93-96 = A

90-92 = A-

87-89 = B+

83-86 = B

80-82 = B-

77-79 = C+

73-76 = C

Below 73 = F

*Any percentage below 60 will earn a grade of F.*

In **graduate** level courses, the following grading system is used: A=Excellent; B=Good; C=Minimum Pass; F=Fail.  At the discretion of the program and individual faculty, “+” or “-“may be assigned; however, A+ and C- may be awarded for individual assignments but cannot be awarded as a final grade. This course requires students to be timely with all work in order to benefit completely from the learning activities. Missed discussion board postings and late assignments will collectively impact the final grade awarded in this course.

Grades are based on the following scale:

93-100 = A

90-92 = A-

87-89 = B+

83-86 = B

80-82 = B-

77-79 = C+

73-76 = C

*Any percentage below 73 will earn a grade of F.*

# Minimum Technology Requirements

GW IT’s [New Student Guide](https://it.gwu.edu/new-student-guide) includes suggested minimum laptop/desktop specifications for students. Do not rely solely on tablets or mobile devices (Chromebooks, netbooks, etc.) because these devices are currently incompatible with GW's exam proctoring software or other software that may be required. You should have access to a microphone and webcam to participate in class.

# University Policies

## Academic Integrity Code

Academic integrity is an essential part of the educational process, and all members of the GW community take these matters very seriously. As the instructor of record for this course, my role is to provide clear expectations and uphold them in all assessments. Violations of academic integrity occur when students fail to cite research sources properly, engage in unauthorized collaboration, falsify data, and otherwise violate the [Code of Academic Integrity](https://studentconduct.gwu.edu/code-academic-integrity). If you have any questions about whether or not particular academic practices or resources are permitted, you should ask me for clarification. If you are reported for an academic integrity violation, you should contact the Office of Student Rights and Responsibilities (SRR) to learn more about your rights and options in the process. Consequences can range from failure of assignment to expulsion from the university and may include a transcript notation. For more information, please refer to the [SRR website](https://studentconduct.gwu.edu/academic-integrity), email [rights@gwu.edu](mailto:rights@gwu.edu), or call 202-994-6757.

## University Policy on Observance of Religious Holidays

Students must notify faculty during the first week of the semester in which they are enrolled in the course, or as early as possible, but no later than three weeks prior to the absence, of their intention to be absent from class on their day(s) of religious observance. If the holiday falls within the first three weeks of class, the student must inform faculty in the first week of the semester. For details and policy, see “Religious Holidays at [Policies, Procedures, and Guidelines](https://provost.gwu.edu/policies-procedures-and-guidelines) from the Office of the Provost.

## Use of Electronic Course Materials and Class Recordings

Students are encouraged to use electronic course materials, including recorded class sessions, for private personal use in connection with their academic program of study. Electronic course materials and recorded class sessions should not be shared or used for non-course related purposes unless express permission has been granted by the instructor. Students who impermissibly share any electronic course materials are subject to discipline under the Student Code of Conduct. Please contact the instructor if you have questions regarding what constitutes permissible or impermissible use of electronic course materials and/or recorded class sessions. Please contact [Disability Support Services](https://disabilitysupport.gwu.edu/) if you have questions or need assistance in accessing electronic course materials.

# Student Support

## Disability Support Services (DSS)

Any student who may need an accommodation based on the impact of a disability should contact the Office of Disability Support Services (DSS) to inquire about the documentation necessary to establish eligibility, and to coordinate a plan of reasonable and appropriate accommodations. DSS is located in Rome Hall, Suite 102. For additional information, please call DSS at **202-994-8250**, or visit [Disability Support Services](https://disabilitysupport.gwu.edu/)

## School of Medicine and Health Sciences, Office of Student Support (OSS)

OSS supports student success in the School of Medicine and Health Sciences by providing one-on-one academic support, access to a dedicated SMHS writing tutor, learning style assessment tools, as well as resources related to test-taking skills, time management skills, personal wellness, and professional development. All services offered by OSS are free to students. Contact OSS at [SMHSstudents@gwu.edu](https://oss.smhs.gwu.edu/SMHSstudents@gwu.edu) or visit [the OSS website](https://oss.smhs.gwu.edu) for additional information.

## Counseling and Psychological Services

GW’s Colonial Health Center offers counseling and psychological services, supporting mental health and personal development by collaborating directly with students to overcome challenges and difficulties that may interfere with academic, emotional, and personal success. For additional information visit the [Counseling and Psychological Services](https://healthcenter.gwu.edu/counseling-and-psychological-services) website.

## Safety and Security

* Monitor [GW Alerts](https://safety.gwu.edu/gw-alert-instructions) and [Campus Advisories](https://campusadvisories.gwu.edu/) to [Stay Informed](http://safety.gwu.edu/stay-informed) before and during an emergency event or situation
* In an emergency: call GWPD/EMeRG 202-994-6111 or 911
* For situation-specific actions: refer to GW's [Emergency Response Handbook](https://safety.gwu.edu/emergency-response-handbook) and [Emergency Operations Plan](https://safety.gwu.edu/sites/g/files/zaxdzs2386/f/downloads/GWEOP_August_2018_FINAL_0.pdf)
* In the event of an armed intruder: Run. Hide. Fight.