|  |  |
| --- | --- |
|  | [Department of XX]    **[Course Number], [Semester, Year]**    **[Course Title], [Number of Credit Hours]**    **[Day], [Time, from-to] [a.m./p.m.], [Building/Room]**    **Residential Graduate Course** |

# Instructor(s)

[Name, Degree(s)]

[Title]

[Campus Address]

Phone: [ ] Email: [ ]

Office Hours: [ ] OR by appointment

Bulletin Description: *Brief 1-2 sentence description, written in present tense, include only primary themes/topics to be covered. Avoid using jargon.* *Please do not use references such as “we will” or “students will” or other language that does not add substantive information.*

**Course Summary:** *Additional course description information (recommended, but optional).*

Course Prerequisite(s): *Be specific- include course number and name. Include specific skills, knowledge, credits completed, as appropriate.*

# Program Competencies: (list)

*For* ***required*** *courses only. [Insert applicable competency statements. \*\* Sample table shown below Session Outline for courses required in multiple programs.]*

1. [ ]
2. [ ]
3. [ ]
4. [ ]
5. [ ]

|  |  |
| --- | --- |
| **Course Learning Objectives/Learning Outcomes – Upon completion of the course, students will be able to:** *(Avoid verbs like “understand” or “know;” instead use words such as: “analyze,” “synthesize,” “apply,” and “evaluate.”)* | **Meets Competency**  **Number** *(for required courses only)* |
|  | # |
|  | # |
|  | # |
|  | # |
|  | # |

# Required Texts

(Readings should be completed before coming to class!)

|  |  |  |
| --- | --- | --- |
| **Title** | **Author** | **Edition** |
|  |  |  |
|  |  |  |
|  |  |  |

# Recommended/Supplemental Texts [*if applicable*]

|  |  |  |
| --- | --- | --- |
| **Title** | **Author** | **Edition** |
|  |  |  |
|  |  |  |

**Technology Requirements:** *What are the minimum technology requirements for participation in the course; what information do students require about the accessibility of all technologies required in the course; what requirements will the student need for accessing and participating in the course? (e.g., requisite skills for using technology tools and software applications, and computer equipment requirements such as webcam, microphone, and software).*

*Example: Students must have access to a dedicated computer/laptop with video and audio capabilities. Students should have knowledge of working with Blackboard, Zoom and/or WebEx, computer microphones and cameras to access class files, upload assignments, and participate in online meetings as necessary, including small group exercises and team meetings.*

# Methods of Instruction *(check all that apply)*

Lectures Class and Small Group Discussions

Case Studies Student Presentations

Required Readings/Textbook Other [Specify]

Recommended/Supplemental Readings Other [Specify]

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Methods of Evaluation** *(indicate those that apply)* |  |  | **Percent of Grade** |

|  |  |
| --- | --- |
| Homework Assignments |  |
| Individual Project/Paper/Presentation |  |
| Class Participation (defined below) |  |
| Small Group Project |  |
| Quizzes |  |
| Case Studies |  |
| Mid-Term Exam |  |
| Final Exam |  |
| Other *(if applicable)* |  |

# Standard SPH Graduate Grading Scale

|  |  |
| --- | --- |
| A: 94-100% | C+: 77-79% |
| A-: 90-93% | C: 73-76% |
| B+: 87-89% | C-: 70-72% |
| B: 84-86% | F: Below 70% |
| B-: 80-83% |  |

**Assignments/Descriptions** [from breakdown of Methods of Evaluation section above**]**

*Describe all assignments/exams/projects/group work, etc. In required courses, this section should provide a direct connection to the associated competency/competencies. Strongly suggest using some of the same language in the explanations here to show a direct connection to appropriate competencies. Alternatively, the required explanations may be provided within the content of the Session Outline.*

**Workload**

Example Language for a 15-week, 3-credit course (15th week is final exam or final assignment due date):

*In this 15-week course, you will be expected to spend 5 hours per week in independent learning which can include reviewing assigned material, preparing for class discussions, working on assignments, studying for exams, and group work. In addition, 2.5 hours per week will be spent in direct instruction.* ***The total workload for this course will be at least 112.5 hours.***

|  |  |
| --- | --- |
|  | *Guidelines* ***- please remove this explanation from final syllabus*** |
| *Reminder: Workload MUST account for 37.5 hours per credit for the term, based on the number of weeks in the session. If the final exam week is not utilized, workload calculations will not include a 15th week, and need to be calculated based on 14 weeks, not 15 weeks. If assignments are due just a day or two after the final class session, but BEFORE finals week, the time after the last class session also does NOT count in the Workload calculation.*  *Direct Instruction or guided interaction: the amount of time a student is expected to be*  *engaged in direct or guided interaction with an instructor (e.g., in-person lectures, seminars, discussions, laboratories, supervised group work, examinations).*    *Independent Learning: time students spend outside of scheduled or direct instruction or contact hours with instructor to fulfill course objectives. (e.g., reading assignments, working on assignments, preparing for exams, group work, writing papers, working on projects, preparing presentations)*    *Courses with irregular class meetings/different term lengths:* *For courses that do not meet on a weekly basis, such as research and independent study courses and internships, the distribution of direct and independent learning minutes may vary. Similarly, if a course is offered for half a term vs. a whole term, the workload distribution may vary, however the workload must still show no less than 37.5 hours per credit. The per credit minimum total workload does not change.*  ***More information about GW’s credit hour policy can be found at: [provost.gwu.edu/files/downloads/Resources/Assignment-Credit-Hours-7-2016.pdf](https://provost.gwu.edu/files/downloads/Resources/Assignment-Credit-Hours-7-2016.pdf)*** |

# Class Policy: Expectations for individual contributions and acceptable levels of collaboration for assignments on which students may work together [describe/define; alternatively, combine with Participation & Discussion section below but DO NOT provide a duplicate explanation.]

*Example: Homework assignments: Although you may discuss the case studies/homework assignments with other students, the written assignment you turn in must be your own work in your own words. If you copy another student’s assignment or let someone else copies yours, you are both cheating. Exams: Must be done independently, on your own.*

**Class Policy: Participation and Discussion** [describe/define]

*If a percent of grade is assigned to Participation, instructors must define. If faculty are assigning more than 10% of a student’s overall grade in a given course to “participation,” then the explanation in the syllabus must include a clear description to indicate how these points are earned such as clear metrics, a grading rubric and/or a detailed explanation of the instructor process for assigning participation points. That said, by its very nature “participation points” will always include an element of subjectivity on behalf of the instructor, and thus the following language is also suggested:*

*Example (for 10% or less participation): [Insert subject matter of this (Remoe course] is a demanding discipline that requires students to think critically and utilize high-level analytical skills regarding complex issues. The discipline requires such mastery not only in well-articulated written work, but also in thoughtful discussions between and among students and instructors. Receiving full points for participation is not simply a matter of showing up and turning work in on time. Outstanding participation grades require truly thoughtful, insightful, and well-argued contributions and leadership in class that demonstrate a high level of mastery of the course material.*

# Class Policy: Late Work [describe/define, if applicable]

*Example 1: Under extenuating circumstances a student may ask the instructor for extended time to complete the assignment. It is the instructor’s choice to grant an extension or not. No late assignments will be accepted without advance permission.*

*Example 2: Every day that an assignment is late will result in 5% reduction in the grade, up to 3 days, at which time the student will receive 0 credit for the assignment.*

# Class Policy: Make-up Work/Make-up Exams [describe/define further, if instructor has a policy and either (or both) is applicable; otherwise just include proper header and use below:]

Any student who experiences significant family or personal illness or emergency after the final withdrawal date and is unable to complete course work should ask the instructor for an incomplete for the course. Each case will be managed on an individual basis. The Incomplete Policy must be followed as outlined in the GWSPH Graduate Student Handbook.

**Session Outline**

***Faculty Instructions*** *– (Remove this explanation from final syllabus) Session Outline: For the date of each class meeting, specify: the subject, matter/topics to be covered (e.g., lectures, field trips, guest lecturers, etc.) and the pre-class readings and other non-graded assignments due. Highlight graded assignment due dates, preferably highlighted in bold or capitalized (e.g., homework, quizzes, papers, projects), and exam dates. Provide a brief description of all assignments and reference how they will be evaluated or that a rubric will be provided.*

|  |  |
| --- | --- |
| **Session Outline** |  |
| **Session 1** | **Day/Date** |
| TOPIC(S) /Learning Objectives    Required readings, including complete citations  Recommended readings, including complete citations    Assignments – explanation required here if not previously described (2-3 sentences)/due date |  |
| **Session 2** | **Day/Date** |
| TOPIC(S)/Learning Objectives    Required readings, including complete citations  Recommended readings, including complete citations    Assignments– explanation required here if not previously described (2-3 sentences)/due date |  |
| **Session 3** | **Day/Date** |
| TOPIC(S)/Learning Objectives    Required readings, including complete citations  Recommended readings, including complete citations    Assignments – explanation required here if not previously described (2-3 sentences)/due date |  |
| **Session 4** | **Day/Date** |
| TOPIC(S)/Learning Objectives  Required readings, including complete citations  Recommended readings, including complete citations  Assignments – explanation required here if not previously described (2-3 sentences)/due date |  |

|  |  |
| --- | --- |
| **Session 5** | **Day/Date** |
| TOPIC(S)/Learning Objectives    Required readings, including complete citations  Recommended readings, including complete citations    Assignments – explanation required here if not previously described (2-3 sentences)/due date |  |
| **Session 6** | **Day/Date** |
| TOPIC(S)/Learning Objectives    Required readings, including complete citations  Recommended readings, including complete citations    Assignments – explanation required here if not previously described (2-3 sentences)/due date |  |
| **Session 7** | **Day/Date** |
| TOPIC(S)/Learning Objectives    Required readings, including complete citations  Recommended readings, including complete citations    Assignments – explanation required here if not previously described (2-3 sentences)/due date |  |
| **Session 8** | **Day/Date** |
| TOPIC(S)/Learning Objectives    Required readings, including complete citations  Recommended readings, including complete citations    Assignments – explanation required here if not previously described (2-3 sentences)/due date |  |
| **Session 9** | **Day/Date** |
| TOPIC(S)/Learning Objectives    Required readings, including complete citations  Recommended readings, including complete citations    Assignments – explanation required here if not previously described (2-3 sentences)/due date |  |
| **Session 10** | **Day/Date** |
| TOPIC(S)/Learning Objectives    Required readings, including complete citations  Recommended readings, including complete citations    Assignments – explanation required here if not previously described (2-3 sentences)/due date |  |
| **Session 11** | **Day/Date** |
| TOPIC(S)/Learning Objectives    Required readings, including complete citations  Recommended readings, including complete citations    Assignments – explanation required here if not previously described (2-3 sentences)/due date |  |
| **Session 12** | **Day/Date** |
| TOPIC(S)/Learning Objectives    Required readings, including complete citations  Recommended readings, including complete citations    Assignments – explanation required here if not previously described (2-3 sentences)/due date |  |
| **Session 13** | **Day/Date** |
| TOPIC(S)/Learning Objectives    Required readings, including complete citations  Recommended readings, including complete citations    Assignments – explanation required here if not previously described (2-3 sentences)/due date |  |
| **Session 14** | **Day/Date** |
| TOPIC(S)/Learning Objectives    Required readings, including complete citations  Recommended readings, including complete citations    Assignments – explanation required here if not previously described (2-3 sentences)/due date |  |
| **Session 15- Final Exam/Final Project Due** *(include only if applicable)* **Finals Week** |  |

***Instructor Note: Each term, attach current GWSPH Appendix below.*** ***Found on the*** [***GWSPH website***](https://publichealth.gwu.edu/services/faculty/academic-resources)***.***

**\*\*Sample Competency Table when the course is required in multiple programs** [remove when not applicable]

*For courses required by multiple programs, all relevant competencies must be included. Suggested format:*

|  |  |  |
| --- | --- | --- |
| **Competency Number** | **Degree/Program Name** | **Relevant Program-Specific Competency Statement** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |