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:

1.
2.
3.
4.
5.

# 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 5 hours per week of direct or guided instruction (e.g., peer-reviewing classmates writing assignments, engaging in team-based assignments, discussion boards) and 10 hours per week in independent learning (e.g., independent research, reading), for a total average of 15 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 3 hours per week of direct or guided instruction (e.g., peer-reviewing classmates writing assignments, engaging in team-based assignments, discussion boards) and 7 hours per week in independent learning (e.g., independent research, reading), for a total average of 10 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 1.5 hours per week of direct or guided instruction (e.g., peer-reviewing classmates writing assignments, engaging in team-based assignments, discussion boards) and 3.5 hours per week in independent learning (e.g., independent research, reading), for a total average of 5 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 other**

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 D- 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+ (for assignments only)
93-96 = A (93-100 for final course grade)
90-92 = A-
87-89 = B+
83-86 = B
80-82 = B-
77-79 = C+
73-76 = C
70-72 = C-
67-69 = D+
63-66 = D
60-62 = D- (for assignments only)
Below 60 = F (for assignments only; below 63 for final course grade)

A **D (63%)** is the minimum passing grade for undergraduate courses. All undergraduate courses with a grade less than a D must be repeated. Any final course grade below 63% will earn an 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 also be assigned; however, A+ may be awarded for individual assignments but cannot be awarded as a final grade.

A C (73%) is the minimum passing grade for graduate courses. All graduate courses with a grade less than a C must be repeated. Any final grade below 70% will earn an F for the course.

Grades are based on the following scale:

97-100 = A+ (for assignments only)
93-96 = A
90-92 = A-
87-89 = B+
83-86 = B
80-82 = B-
77-79 = C+
73-76 = C

70-72 = C- (for final course grades C- will appear on your transcript, but is not a passing course grade)

Below 70 = 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 exam proctoring 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, 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 is an office dedicated to supporting academic success, mental health, and community engagement among students in the School of Medicine and Health Sciences. OSS staff provide individualized academic support (e.g., writing coach, test taking skills, learning strategies), small group academic support (establishing study groups, review sessions, etc.), access to mental health resources, and sponsor school-wide activities in collaboration with the larger University community. All services offered by OSS are free to students. Please visit <https://oss.smhs.gwu.edu/> or contact OSS at SMHSStudents@gwu.edu for more information.

## Counseling and Psychological Services

GW’s Counseling and Psychological Services (CAPS) team serves students and engages the entire GW community, working to build a culture of support and connection with student well-being. The CAPS team supports mental health and personal development by collaborating directly with students to overcome challenges and difficulties that may interfere with academic, emotional, and personal success. The counselors provide a safe, non-judgmental and confidential environment for students to discuss concerns and are committed to respecting and promoting the value of diversity at the university, as well as providing culturally sensitive counseling and psychological services to the GW community. For additional information, visit the [Counseling and Psychological Services](https://healthcenter.gwu.edu/counseling-and-psychological-services) website.

## Mistreatment Policy

The School of Medicine and Health Sciences is committed to maintaining a positive environment for study and training, in which individuals are judged solely on relevant factors such as ability and performance and can pursue their educational and professional activities in an atmosphere that is inclusive, respectful and safe. The Code of Conduct in the Learning Environment establishes the expectations of faculty, residents, students, other health professionals, and staff in the learning environment. If a student believes they have been mistreated they should report this to the [Office of Professional and Respectful Learning](https://oprl.smhs.gwu.edu/) as outlined in the [Mistreatment Policy and Procedures](https://smhs.gwu.edu/sites/g/files/zaskib1151/files/2023-03/mistreatment_policy_and_procedures.8.28.15.jf2_.pdf). Students may also choose from several resources for consultation including faculty and the designated student Ombudsperson. The Health Sciences Student Ombudsperson is Susan Okun, JD, MEd (Ombudsperson\_HS@gwu.edu).

## Title IX: S****exual Harassment****, S****exual Assault****, D****omestic and Dating Violence****, and S****talking****

The George Washington University and its faculty are committed to creating a safe and open learning environment for all students. If you or someone you know has experienced sexual harassment, including sexual assault, dating or domestic violence, or stalking, please know that help and support are available. GW strongly encourages all members of the community to take action, seek support, and report incidents of sexual harassment to the Title IX Office. You may contact the Title IX Office at 202-994-7434 or at titleix@gwu.edu or learn more by visiting [titleix.gwu.edu](https://titleix.gwu.edu/home). Be aware that faculty members are required to disclose information about suspected or alleged sexual harassment or other potential violations of the Title IX Sexual Harassment and Related Conduct Policy to the Title IX Office. If the Title IX Office receives information about an incident, they will reach out to offer information about resources, rights, and procedural options as a member of the campus community. Community members are not required to respond to this outreach. If you wish to speak to a confidential resource who does not have this reporting responsibility, please contact Counseling and Psychological Services 24/7 at 202-994-5300, or the Office of Advocacy and Support at 202-994-0443 or at oas@gwu.edu.

## GW Campus Emergency Information

GW Emergency Services: 202-994-6111
For situation-specific instructions, refer to [GW’s Emergency Response Handbook](https://safety.gwu.edu/emergency-response-handbook).

### GW Alert

GW Alert is an emergency notification system that sends alerts to the GW community. GW requests students, faculty, and staff maintain current contact information by logging on to [alert.gwu.edu](https://alert.gwu.edu/). Alerts are sent via email, text, social media, and other means, including the Guardian app. The Guardian app is a safety app that allows you to communicate quickly with GW Emergency Services, 911, and other resources. Learn more at [safety.gwu.edu](https://safety.gwu.edu/gw-alert-instructions).

### Protective Actions

GW prescribes four protective actions that can be issued by university officials depending on the type of emergency. All GW community members are expected to follow directions according to the specified protective action. The protective actions are Shelter, Evacuate, Secure, and Lockdown (details below). Learn more at [safety.gwu.edu/gw-standard-emergency-statuses](https://safety.gwu.edu/gw-standard-emergency-statuses).

***Shelter***

* Protection from a specific hazard
* The hazard could be a tornado, earthquake, hazardous material spill, or other environmental emergency.
* Specific safety guidance will be shared on a case-by-case basis.

**Action**:

* Follow safety guidance for the hazard.

***Evacuate***

* Need to move people from one location to another.
* Students and staff should be prepared to follow specific instructions given by first responders and University officials.

**Action**:

* Evacuate to a designated location.
* Leave belongings behind.
* Follow additional instructions from first responders.

***Secure***

* Threat or hazard outside of buildings or around campus.
* Increased security, secured building perimeter, increased situational awareness, and restricted access to entry doors.

**Action**:

* Go inside and stay inside.
* Activities inside may continue.

***Lockdown***

* Threat or hazard with the potential to impact individuals inside buildings.
* Room-based protocol that requires locking interior doors, turning off lights, and staying out of sight of corridor window.

**Action**:

* Locks, lights, out of sight
* Consider Run, Hide, Fight