A logo for a graduate school

Description automatically generated

**​​Course Name​**

**Modality**

**Semester and Year**

**​​**

**Faculty Contact Information:**

|  |  |
| --- | --- |
| Full Instructor Name (may add preferred pronouns)  Jane Doe, Ph.D. (pronouns: she/her) | Email (include anticipated response time)  [doe@hood.edu](mailto:doe@hood.edu)  (I will reply in 48 hours or less) |
| Office Hours  MW – 10:00am-11:30am | Modality of Office Hours  Through Zoom  Include the Zoom link or list office location |

**Course Description (**Instructor should insert exact description as it appears in the current [College Catalog](http://www.hood.edu/catalog)**):**

|  |  |
| --- | --- |
| Class Meeting Time  T and Th 2:00pm-3:40pm | Location  Tatem 110 |

**Course Modality Description: (instructor will include the approved modalities listed in self-service for the current semester—delete other modalities)**

Traditional: This course will beon-campus with an assigned room, day(s), and time, where you will participate in in-person class activities with your classmates and instructor.

Hybrid: This course will include both regularly scheduled on-site classroom meetings, and significant online out-of-classroom components, that replace regularly scheduled class meeting time. This course is delivered both in person and online via Blackboard, where you will interact with your classmates and instructor. A hybrid course at Hood College is 51% on-campus & 49% online asynchronous.

Bimodal: A single course section that allows students to attend either in person (on campus) or online synchronously (via Zoom). Instructors may appear in person or online and are required to enter attendance in Self Service every class meeting.

Online synchronous (S – OL): This course will be 100% online (through Zoom) with an assigned day(s) and time for required weekly online meetings/activities.

Online asynchronous (A-OL): This course will be 100% online and asynchronous; no assigned, nor required, weekly meetings/activities. The student will be expected to complete all the required assessments of the class.

**Course Materials, Required Textbooks, Technology:**

List complete textbook title and consider open educational resources, OER, that are available to students online at no cost—Library staff can help you identify appropriate resources.You will also need regular and dependable access to a computer and the internet. All registered students may use the on-campus computers and printers for this course if necessary. We will use Blackboard for activities, announcements, email, and assignments.

**Course Grading Components:** (Complete the table below with your appropriate graded works and calculations and delete this afterward):

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment** | **Due Date** | **Points** | **Percentage of Final Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Late Policy:** (Instructor may edit this section—suggested wording below)

THERE IS NO EXCUSE FOR LATE ASSIGNMENTS.  You will have ONE week to work on all the assignments for that week.  All assignments are due at the beginning of class on the date listed in the syllabus. Late assignments are generally not accepted, but if you have a special circumstance and will not be able to meet the deadline, let me know *before* the assignment is due.  Only medically excuses, recognized religious holidays, Hood College approved activities, or written work obligations will make a student eligible to hand in an assignment late.  All other late work will result in point deductions for the assignment.

**Hood College Approved Grading Scale and Corresponding GPA (see** [**College Catalog**](http://www.hood.edu/catalog)):

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **Point Value** | **Grade** | **Point Value** |
| A (100-93) | 4.00 | C+ (79-78) | 2.33 |
| A- (92-90) | 3.67 | C (77-73) | 2.00 |
| B+ (89-88) | 3.33 | C- (72-70) | 1.67 |
| B (87-83) | 3.00 | F (69-0) | 0 |
| B- (82-80) | 2.67 | U (69-0) | 0 |

**Course Outline:**

The outline of course topics and assignments may be modified at the faculty discretion at any point during the semester AND it is the student responsibility to update the syllabus and calendar.  This is a concise outline of topics and in-class and/or online activities including assessments; the course timeline is arranged by the week of the term. Clearly specify whether activities will take place online or in class, and where assignments will be turned in. The schedule is also on Blackboard.

(Example below. Instructor should tailor to their course but be sure class meeting dates are explicitly listed for all synchronous meetings, whether on-campus or online. Pertains to traditional, hybrid, bimodal and S-OL formats.)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week**  **(C=F2F & O= OL)** | | **Topic** | | **Reading** | | **Assignment** | | **Due Dates** | |
| 1 (C) | | Introduction | | Review of the Syllabus | | * Scavenger Hunt | | In class | |
| 2 (C) | | Quantum Physics | | Chapter 1 | | * Week 1 intro discussion * Quiz 1 | | First post due Wed., second and third posts due Fri.  Quiz available Wed. through Fri. | |

**Student Learning Outcomes:** (instructor should list course, program and grad-core learning outcomes addressed in this course—delete and add rows as needed; consult with your program director if you’re unsure which program and grad-level outcomes your course connects to):

|  |  |  |
| --- | --- | --- |
| **Course Level** | **Program Level** | **Graduate-School Level** |
| ? | ? | Communication |
| ? | ? | Research |
| ? | ? | Critical Reasoning |
| ? | ? | Problem Solving |
| ? | ? | Diversity |
| ? | ? | Professionalism |

**Attendance policy:** (every modality ***except A-OL*** should have a clear attendance policy; sample below—instructor may edit to suit)

Students are required to attend every session and are expected to log on frequently to Blackboard and review the week's course material. Attendance will be taken based on your participation in the class and, in the case of an online session, the submission of assignments. Students must submit an assignment when due to be marked present for the online session.

**Academic Intergrity:**

As a place of honor and respect, all members of Hood College assume the obligation to maintain the principles of honesty, responsibility, and intellectual integrity in all activities related to their Hood College experience. Details can be found in the current College Catalog. Students are expected to adhere to the highest standards of academic honesty and integrity in all coursework and related matters. Each student is responsible for supporting these values through maturity of thought, expression, and action. Members of the faculty and staff are available to assist students in this process. All Honor Code matters related to graduate courses and graduate students should be referred to Dr. April Boulton, the dean of the graduate school, at [GradDean@hood.edu](mailto:GradDean@hood.edu).

**The Use of Generative Artificial Intelligence (AI):**

In accordance with the [College Catalog](http://www.hood.edu/catalog), the College generally permits the use of generative artificial intelligence (AI) tools for uses outlined in assignment descriptions for this course. [The instructor should modify these tasks to match course content and skills, along with explicitly stating the discipline-specific citation style. To assist you, AI tools to support learning can be found on Hood College’s Library website at this link: <https://hood.libguides.com/citation/AI>].

**Professionalism:**

Professionalism is expected and required in all graduate courses; it is also one of the six core outcomes for all graduate degrees at Hood College. All students are expected to be prepared for class and to participate in activities or discussions. Readings must be completed to contribute to the class agenda. Respect for the course instructor and other class members should be shown. In that regard, how you speak to your classmates (virtually or in person), in addition to how you present work (presentations/workshops), should be civil and follow our discipline standards during the semester.   

**Confidentiality** (COUN, EDUC and other instructors may need a section like this—if it does not apply to your field, please delete):

This course places an additional obligation on you as a candidate to maintain confidentiality and ethical treatment toward the children and families in the settings you are placed. The parents and children you will be working with have the right to privacy concerning their identity and school records. You may NOT discuss the information you collect on the children with anyone other than the staff at the school/center/program and members of this class. When discussing specific children, pseudonyms must be used. This means that you may not tell or show another person any information that includes a child’s name or other clues to his/her identity. To help ensure the children’s privacy, please change all children’s names in any written work.

**Inclusivity and Campus Values at Hood College:**

Hood College is proud of its diverse community, and we are committed to cultivating and strengthening an inclusive, tolerant, multi-cultural, and intellectually open community with equal opportunity for all. By encouraging and celebrating our differences, we create an environment that promotes freedom of thought and academic excellence. It is our goal to have a respectful and nurturing academic community that affirms the inherent worth and dignity of every individual, and celebrates the diverse backgrounds of all students, faculty, and staff. We will strive to value each person for their uniqueness and difference and to encourage all community members to reach their fullest potential.

**Title IX:**

Hood College faculty are committed to helping create a safe and open learning environment for all students. If you (or someone you know) have experienced any form of sexual misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available. The College strongly encourages all members of the community to take action, seek support, and report incidents of sexual misconduct to the Title IX Coordinator. Please be aware that under Title IX of the Education Amendments of 1972, I am required to disclose information about such misconduct to the Title IX office. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact the Dean of the Chapel ([chapel@hood.edu](mailto:chapel@hood.edu)), counseling services (counselingservices@hood.edu), or health services ([healthservices@hood.edu](mailto:healthservices@hood.edu)). For more information about reporting options and resources at Hood College and the community, please contact the Title IX Coordinator.

**Accessibility Services:**

This course is intended to be accessible for all students, including those with mental, physical, or cognitive disabilities, illnesses, injuries, impairments, or any other condition that tends to negatively affect one’s equal access to education. If at any point in the term, you find yourself not able to fully access the space, content, and experience of this course, you are welcome (and not required) to contact me by email, phone, or during office hours to discuss your specific needs. I also encourage you to contact the Office of Accessibility Services (301-696-3569 or [accessibilityservices@hood.edu](mailto:accessibilityservices@hood.edu)). If you have a diagnosis or history of accommodations at a previous postsecondary institution, Accessibility Services can help you document your needs and create an accommodation plan. By partnering with Accessibility Services, you can ensure appropriate accommodations without disclosing your condition or diagnosis to course instructors. 

**Academic Success Services:**

Your success in my class is a priority. For this reason, I will be using the Beacon alert system as an early identification and intervention tool. If I notice you are struggling with issues such as attendance, class participation, or assignment/test performance, I may choose to send an Academic Alert through Beacon to connect you with appropriate campus resources. These referrals are designed to maximize your chances for success at Hood College, not as a reprimand or punishment. Please respond to any communications you may receive from me, your academic advisor, the graduate school or other campus offices regarding your academic progress in this course.  

**Holistic Wellness:**

Your holistic wellness is important to me. Consult College supports curated for you around the [Eight Dimensions of Wellness](http://www.hood.edu/GradCare) at [www.hood.edu/GradCare](http://www.hood.edu/GradCare). If you are feeling anxious, stressed, worried or down during the semester or if you notice signs of emotional distress in someone else, please lean on support services freely available to all Hood students. Many campus resources are available including:

* Hood Counseling Services – open M-F, 8:30AM-5:00PM, Apple Resource building, 1st floor, Room A. Make your appointment online at hood.edu/counseling, or drop in for a walk-in session on Mondays, Wednesdays, and Fridays between the hours of 11:00AM – 12:00PM. If you have questions about Counseling Services, email [counselingservices@hood.edu](mailto:counselingservices@hood.edu)
* Hood also has several connections to other mental health resources including the [NeighborHood Counseling Training Center](https://www.hood.edu/hood-community/hood-college-health-wellness/counseling-services/neighborhood-counseling-training-center) and [Thriving Campus](https://hood.thrivingcampus.com/).

If you or someone you know needs to talk to someone right now, text or call 9-8-8 for a free, confidential conversation with a trained counselor 24/7.

**Important Contacts:**

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| Dean April Boulton, Dean of Graduate School: [GradDean@hood.edu](mailto:GradDean@hood.edu) |
| Coordinator of Grad-Student Success: [GradSuccess@hood.edu](mailto:GradSuccess@hood.edu) |
| IT Help Desk: [helpdesk@hood.edu](mailto:helpdesk@hood.edu) |
| Anthology Portfolio (Chalk & Wire) Help Desk: [assessment@hood.edu](mailto:assessment@hood.edu) |
| Office of Accessibility Services: (301) 696-3569 or [accessibilityservices@hood.edu](mailto:accessibilityservices@hood.edu) |
| Chapel: [chapel@hood.edu](mailto:chapel@hood.edu) |
| Counseling Services: [counselingservices@hood.edu](mailto:counselingservices@hood.edu) |
| Health Services: [healthservices@hood.edu](mailto:healthservices@hood.edu) |
| Grad-Student Wellness Resources: [https://www.hood.edu/GradCare](https://www.hood.edu/hood-community/hood-college-health-wellness/gradcare) |
| Registrar’s Office: [hoodgrad@hood.edu](mailto:hoodgrad@hood.edu); www.hood.edu/registrar |