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Description automatically generated

PFW Course Number and Title

## Course Information

Year and/or Semester

Course Credit Hours

## Instructor

### Lead Instructor

Preferred Pronouns:

Office:

Phone:

Email:

Office Hours: Time and Location

Instructor's Webpage or Social Media:

## Course Description

Include the official university description. Connect course themes and topics to the discipline.

## Course Goals

Describe a rationale of the course and list the course goals (typically 4-6). Goals are broad, overall statements of what students will learn by the end of the course.

## Learning Objectives

List course learning objectives that state specifically what students will be able to do by the end of the course. Objectives should be written with action verbs and easily measurable, stating your evaluation method for each objective. Your PFW Department Representative should have provided you information to use. For example:

By the end of the course, you will be able to:

1. Identify...
   * Methods of Evaluation: Quizzes, Participation in weekly discussions
2. Demonstrate...
   * Methods of Evaluation: Design of XXX
3. Outline...
   * Methods of Evaluation: Concept Map
4. Develop...
   * Methods of Evaluation: Development of XXX
5. Criticize
   * Methods of Evaluation: Reflection Journal, Peer Evaluation

## Learning Resources & Texts

* Required Textbook:
* Additional Readings:

## Course Logistics

This is when you want to explain course logistics that will make the course run smoothly. You may want to explain when the course week starts and when assignments are due. Indicate a naming convention for assignment filenames, if you wish. If you require students to submit assignments written in a particular style, mention it here (i.e., APA or MLA). You can specify what communication methods should be used. For example:

* When assignments are due, they are due by [insert specific time] on the due date listed in the course schedule.
* Deadlines are an unavoidable part of being a professional and this course is no exception. Course requirements must be completed and posted or submitted on or before specified due date and delivery time deadline.

## Assignments (Course Requirements)

Identify the assignments students need to complete as part of the course. Include the number of points each assignment is worth. For example:

| **Assignments** | **Points** |
| --- | --- |
| Reflection Paper | 20 |
| Project 1 | 10 |
| Project 2 | 20 |
| Project 3 | 20 |
| Final Exam | 30 |
| **Total** | 100 |

* Reflection Paper. [Add a brief introduction of each assignment.]
* Project 1
* Project 2
* Final Exam

## Grading Scale

You can see Purdue Fort Wayne grading scale information at [Academic Regulations Grades](https://www.pfw.edu/committees/senate/regulations/grades.html). Some departments use pluses and minuses, while others do not.

## Course Evaluation

Indicate how students can evaluate the course. For example:

During the last two weeks of the course, you will be provided with an opportunity to evaluate this course and your instructor. A link to an end of course survey will be sent (from Collegiate Connection to the instructor, to be passed on to the students). Participation is an integral part of this course, and your feedback is vital to improving education at Purdue University. I strongly urge you to participate in the evaluation system.

## How to Succeed in this Course

Share tips for being successful in your course.

## Netiquette (if applicable)

Include the Netiquette section if you have some online components such as online discussions.

Indicate course netiquette “do’s and don’ts” to further underscore the importance of harmony and respect within the online learning environment. For example:

Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Our differences, some of which are outlined in the University's nondiscrimination statement below, will add richness to this learning experience. Please consider that sarcasm and humor can be misconstrued in online interactions and generate unintended disruptions. Working as a community of learners, we can build a polite and respectful course ambience. Please read the Netiquette rules for this course:

* Do not dominate any discussion. Give other students the opportunity to join in the discussion.
* Do not use offensive language. Present ideas appropriately.
* Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
* Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
* Keep an “open-mind” and be willing to express even your minority opinion.
* Think and edit before you push the “Send” button.
* Do not hesitate to ask for feedback.

## Academic Dishonesty

Share your personal policy regarding academic dishonesty for your course. You may also want to include the University policy for academic dishonesty (below):

Academic Misconduct, including plagiarism (using other people's ideas/words and not giving them credit thus implying the work is your own original work) or using your own work from a previous course without the express permission of the instructor, is taken very seriously at any learning institution. It is taken very seriously in this class. Please be aware of what behaviors constitute [academic misconduct](http://catalog.pfw.edu/content.php?catoid=49&navoid=1457#conduct) (See Bulletin, Code of Students Rights, Responsibilities and Conduct Part II. A.) If caught cheating or plagiarizing, a student may receive no credit on the assignment and may result in an F for the course. Any instances of academic dishonesty will be reported to the Dean of Students and your Department Chair and may result in expulsion from the University. Additional potential consequences can be found under: [potential consequences](http://catalog.pfw.edu/content.php?catoid=49&navoid=1457#misconduct) (See Bulletin, Code of Students Rights, Responsibilities and Conduct, Part III. A.: i.e., failure of the assignment, failure of the course and/or dismissal from the university) of such behavior.

## Diversity and Nondiscrimination:

[Add statements below; add a personal statement as appropriate.]

Related to civility, Purdue Fort Wayne [Policies](http://catalog.pfw.edu/content.php?catoid=49&navoid=1457#statement) include the following statements:

“Respect and civility should therefore be afforded to all individuals regardless of race, ethnicity, gender, age, sexual orientation, disability, religion, family status, socioeconomic level, educational background, veteran status, or position at the university….Purdue Fort Wayne prohibits discrimination against any member of the university community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran…”

The Purdue Fort Wayne [Code of Student Rights, Responsibilities, and Conduct](http://catalog.pfw.edu/content.php?catoid=49&navoid=1457#code) further states:

“The university believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchanges of ideas, and enriches campus life…Purdue University Fort Wayne prohibits discrimination against any member of the university community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a veteran.”

## Student Support Services

Purdue University Fort Wayne is committed to your academic and personal success. Visit the [student support services page](https://www.pfw.edu/offices/enhancement-learning-teaching/pedagogical-resources/student-support-services) for a list of student support services, including academic services, technology services, health and wellness, and support from administrative offices. For help with technology, visit the IT Services [student technology support page](https://www.pfw.edu/offices/information-technology-services/services/resources-for-students).

## Important Dates

List important dates from the [academic calendar](https://www.pfw.edu/academics/calendar/) such as Last Day to Request Withdraw. Withdraw dates for each high school are available at <https://www.pfw.edu/offices/cc/important-information/withdrawals>. You can also add a statement that you always like to talk to them prior to withdrawing.

# Course Schedule

Provide an outline of the content of the course with dates for readings, assignments, midterms, quizzes, exams, etc. Be clear about the topics that will be covered each day in the course and what the students should do in advance of week. For example:

| **Week** | **Topic & Readings** | **Assignments and Due Dates** |
| --- | --- | --- |
| Week 1 |  |  |
| Week 2 |  |  |
| Week 3 |  |  |
| Week 4 |  |  |
| Week 5 |  |  |

\* Schedule and assignments subject to change.

Note for instructor: At a minimum, the course syllabus should include the course objectives, requirements, and grading policies set by individual faculty members for their courses.