**Trinity western universITY**

**CLICK HERE AND INSERT GRADUATE PROGRAM**

**Course Syllabus**

**Click and add Course Subject Heading/Crosslisting/Number (#sem. hr.)**

**Click here and type Semester (Spring/Fall/Summer) and Year**

**Instructor:** Click and add your name

**Contact Info:** Add contact info

**Office Hours:** Add office hours

**Time:** Click here and add time

**Place:** Click here and add location

**Prerequisites:** Click and add pre-requisites

**COURSE DESCRIPTION**

Click here and add Course Description. [*NOTE: The “Course Description” section must be identical to the course description found in the TWU Academic Calendar. You can add supplementary content to this section, but not to the exclusion of the formal Calendar Course Description. (If the design and/or philosophy of a course have changed significantly from the description found in the TWU Academic Calendar, the instructor should consider writing a new description and submitting a “Change to Existing Course” proposal form to the Dean, who will submit it for review and approval to the Office of the Provost.)]*

**COURSE LEARNING OUTCOMES**

Click here and type

**STUDENT LEARNING OUTCOMES**

If TWU’s Student Learning Outcomes (SLOs) are not represented in the syllabi of a program, please provide a link to the program’s articulation of how the SLOs are developed throughout the program.

Click here to insert link

**REQUIRED TEXT(S)**

Click here and type

**COURSE ACTIVITIES/REQUIREMENTS**

Click here and add Course Requirements

**DETERMINATION OF FINAL GRADE**

Click here and type any comments

|  |  |  |
| --- | --- | --- |
| Type requirement (e.g. “Research Paper”) | Type % requirement is worth | % |
| Requirement | Worth | % |
| Requirement | Worth | % |
| Requirement | Worth | % |
| Requirement | Worth | % |
| Requirement | Worth | % |
| TOTAL | **100** | **%** |

**GRADING SYSTEM**

Insert the Graduate Program’s Grading System

**PROPOSED COURSE OUTLINE**

Click here and type

**Academic Integrity and Avoiding Plagiarism at TWU**

As scholars pursuing higher education, academic integrity is a core value of the entire TWU community. Students are invited into this scholarly culture and required to abide by the principles of sound academic scholarship at TWU. This includes, but is not limited to, avoiding all forms of plagiarism and cheating in scholarly work. TWU has a strict policy on plagiarism (see [academic calendar](https://www.twu.ca/academics/academic-calendar)). Learning what constitutes plagiarism and avoiding it is the student's responsibility. Two resources describing plagiarism and how to avoid it have been prepared by TWU Librarian William Badke and are freely available for viewing at the URLs below:

<https://prezi.com/od62fxnkbmxh/plagiarism-how-to-get-it-out-of-your-life/> (Prezi presentation)

<http://bit.ly/1p00KX3>   (Google Slide presentation offering more comprehensive information)

**STUDENTS WITH A DISABILITY**

Students with a disability who need assistance are encouraged to contact the Equity of Access Office upon admission to TWU to discuss their specific needs. All disabilities must be recently documented by an appropriately certified professional and include the educational impact of the disability along with recommended accommodations. Within the first two weeks of the semester, students must meet with their professors to agree on accommodations appropriate to each class. Students should follow the steps detailed by the Equity of Access Office on their website at: <http://www.twu.ca/student-life/student-success/disabilities-and-equity-access>.

**CAMPUS CLOSURE AND CLASS CANCELLATION POLICY**

In the event of extreme weather conditions or other emergency situations go to the [University Homepage > Campus Notification (in the page footer) > Class cancellation policy](http://www.twu.ca/campus-notification).

The following policies are optional but recommended, to allow you to efficiently respond to student challenges to the syllabus. *Click on these fields and press delete if you do not wish to use them:*

**ATTENDANCE POLICY**

Click here and type specific expectations or use excerpt from the *Academic Calendar* below

“Students are expected to attend all of their classes on a regular basis. Students who are absent for the first two classes of a semester may be removed from the class list. Instructors may establish attendance requirements in their classes and will indicate any penalties for non-attendance in their course syllabus. Instructors have the right to bar students from writing the final examination in a course when students have missed 25 per cent or more of the sessions in the course, provided this potential consequence is indicated in the course syllabus.” *P. 39, 2015-16 Academic Calendar*

**FINAL EXAMINATIONS**

Click here and type or use the following excerpt from the *Academic Calendar* below

“A student who is absent from a final examination without an acceptable excuse will be assigned a zero for that examination. Absence due to illness must be supported by a medical certificate indicating the nature of the illness. If an examination is missed for any reason, including illness, the student must notify the faculty member prior to the examination and the Office of the Registrar within 48 hours of the missed examination, giving written documentation explaining the absence.” *P. 36, 2015-16 Academic Calendar*

**LATE ASSIGNMENTS POLICY**

Click here and type

**PROGRAM GRADE SUBMISSION POLICY**

Click here and type