

TEDxx xxx: Name of Course (x credits)

Quarter/Year

**Mission**

*The mission of the UW Tacoma School of Education is to prepare ethical and reflective educators and leaders who transform learning, contribute to the community, exemplify professionalism, and promote diversity.*

1. Course Information

# Course Date Range:

# Meeting Times:

Location:

# Instructor Information

# Name:

e-mail:

Phone: (if applicable- note that part-time faculty may route to our main line at 253/692-4430 and are not required to share mobile phone):

# Office Location:

# You may want to include office hours and other information you want students to know, such as communication preferences.

1. **Course Description (in Catalog)**

Include the course description exactly as noted in the course catalog linked here: <https://www.washington.edu/students/crscatt/teduc.html>; you may add additional relevant details as well.

## Course Objectives

Include 5-8 course objectives that are attainable, clear, and measurable, and align with the catalog description. There are the university-approved course objectives in the original syllabus. Note: you may not change the course description or objectives without prior approval, due to accreditation requirements- contact your faculty program director for guidance.

Upon successful completion of this course, students will be able to:

1. Type objective 1.
2. Type objective 2.

## Format

As needed, include details about the course format. Hybrid courses should clearly indicate when on-campus courses will occur (this information also needs to be communicated to Donna Braboy and your faculty director well in advance to ensure course time-table information is accurate).

# Required Materials & Textbooks

Include a list of required articles, assessments, books, and other resources, citing them in APA format, in the most recent edition.

You may also want to include a recommended reading list.

# Assignment Overview

# Clearly describe all of the required course assignments and projects, including points value and % of final grade for each requirement. Provide students with assignment or project rubrics well in advance before due dates; you may consider including them in Canvas and/or syllabi attachments.

# Other reminders and suggestions:

1. At UW, 1 course credit at the graduate level generally equals 3 hours total of student labor; this include in-class time and preparation/out-of-class time (for an undergraduate course, 1 credit is about 2 hours total). Please adhere to the proper formula as closely as possible for all of your courses; do not go significantly above or below this standard.
	1. e.g., a 3-credit graduate-level course will generally equal 2.5 hours of in-class activities facilitated by the instructor with 6.5 additional hours that would include students, for example: homework, preparing for class, readings, and working on assignments.
2. Per UW policy, faculty cannot grade or penalize students for attendance. Faculty also may not ask for medical documentation if a student is absent. However, faculty may assign points for in-class activities that are connected to attendance.
	1. Faculty are encouraged to provide opportunities for students who cannot attend class to make up the missed work. For example, you might ask students who missed a class to submit detailed annotated bibliographies of each chapter/reading. I discourage faculty from putting the primary onus on other students to catch up an absent classmate, as such a practice may perpetuate inequities and also places them in potentially awkward positions.
3. Per UW policy, faculty cannot grade students on mis/behavior. An exception is a course that is part of a certification program with explicit standards of professional conduct; in this case, please cite accrediting and/or organizational language to make expectations clear.
	1. However, faculty may implement the UW Student Code of Conduct, including asking students who are disrupting the learning environment to leave class or filing a student conduct violation form with the UW Tacoma Division of Student Affairs. View the UW Tacoma Faculty and Staff Resource page on Student Conduct for more information (specific programs may have more guidance): <https://www.tacoma.uw.edu/uwt/student-conduct> (we encourage you to contact your faculty program director for guidance as issues may arise).
	2. To proactively address expectations, consider setting community agreements with your students on Day 1. As challenges may arise in class, consider implementing the Restorative Justice Framework to address conflicts in an equitable and timely manner: <https://michiganvirtual.org/blog/restorative-justice-101-a-paradigm-shift-in-education/>
4. Often, faculty have extreme syllabi statements, such as: “*Late work is not accepted. The only exception is when a student contacts me in advance of a due date*.” I strongly encourage faculty to rethink these extreme statements, as an unsafe or urgent situation could come up to where a student may not always be able to contact an instructor in advance of a due date.
	1. I invite you to consider an alternative such as: “*For equity and planning purposes, I expect students to submit all course assignments to by the date noted on the course calendar. However, if a situation arises that may lead to the submission of a late assignment, please let me know as soon as possible. I prefer that extensions are handled within 3 days, although some exceptions may be allowed, depending on your situation.”*
5. Please be mindful of what you assign to students in terms of assignments and readings. Specifically, if you cannot consistently cover all assigned readings in class or struggle to provide timely feedback on all assignments assigned, you may want to reconsider what you are requiring of students. You may also want to rethink your grading methods/procedures, coming up with a more effective and efficient model.
6. **Grading**

If you are teaching a Credit/No Credit course, explicitly let students know of the cut-off to earn credit.

UW Tacoma uses a numerical grading system. Instructors may report grades from 4.0 to 0.7 in 0.1 increments and the grade 0.0. The number 0.0 is assigned for failing work or unofficial withdrawal. Grades in the range 0.6 to 0.1 may not be assigned. Grades reported in this range are converted by the Registrar to 0.0. Numerical grades may be considered equivalent to letter grades as shown in the chart below.

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| --- | --- | --- |
| **Letter Grade** | **Numeric Grade** | **UW Tacoma Grading Policies** |
| **A****A-** | 4.0 - 3.93.8 - 3.5 | **Grade Appeals.** A student who believes an instructor made an error in the assignment of a grade must follow the UW Tacoma School of Education’s grade-appeal process. There is a specific sequence of events that must be followed (i.e., the student must first attempt to resolve the issue with the instructor) and time-limits to appeal. View the policy here: <https://www.tacoma.uw.edu/soe/soe-student-grade-appeal-submission> **Incomplete Grades.** An Incomplete is given only when the student has been in attendance and has done satisfactory work until within 2 weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of an illness or other circumstances beyond the student's control. A written statement of the reason for the giving of the Incomplete, listing the work that the student will need to do to remove it, must be filed by the instructor with the unit head in which the course is given. Contact your academic advisor for more information and/or visit the policy here: <http://www.washington.edu/students/gencat/front/Grading_Sys.html#I>  |
| **B+****B****B-** | 3.4 - 3.23.1 - 2.92.8 - 2.5 |
| **C+****C****C-** | 2.4 - 2.22.1 - 1.91.8 - 1.5 |
| **D+****D****D-** | 1.4 - 1.21.1 - 0.90.8 - 0.7 (lowest passing grade) |
| **E** | 0.0 (academic failure- no credit earned) |

# Proposed Course Calendar

Students appreciate knowing when assignments and readings are due to help them plan their schedules; thus, most appreciate a detailed course calendar that clearly shows due dates and milestones. You may also use Canvas, GoogleDocs, or another platform to create a calendar, as long as students know how to access the information.

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| **WEEK/DATE OF CLASS** | **TOPICS** | **READINGS** | **ASSIGNMENTS DUE/NOTES** |
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**UW Tacoma/UW Policy Statements & Student Resources**

We are updating the Current Student resource page on the school’s main website. In the meantime, we ask that you use the exact language for UW, UW Tacoma, or School of Education policies; do not alter required syllabi statement. You may add/adjust others, and/or include your own course-level policies.

**School of Education Resources for Current Students.** <https://www.tacoma.uw.edu/soe/student-resources-> please also see our Standards of Essential Dispositions & Skills for School of Education Students document here to learn about basic expectations for all enrolled students (note: you may be enrolled in a certification program with more specific requirements): <https://www.tacoma.uw.edu/sites/default/files/2024-04/soe-dispositions.pdf>

**Disability Support Services.** UW is committed to making physical facilities and instructional programs accessible to students with disabilities. Disability Support Services (DSS) functions as the focal point for coordination of services for students with disabilities. In compliance with Title II of the Americans with Disabilities Act, any enrolled student at UW Tacoma who has an appropriately documented physical, emotional, or mental disability that "substantially limits one or more major life activities [including walking, seeing, hearing, speaking, breathing, learning and working]," is eligible for services from DSS. If you are wondering if you may be eligible for accommodations on our campus, please contact the DSS reception desk at 253-692-4522 or visit <https://www.tacoma.uw.edu/drsuwt>

**Religious Accommodations**. Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW’s policy, including more information about how to request an accommodation, is available at Religious Accommodations Policy (https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/). Accommodations must be requested within the first two weeks of this course using the Religious Accommodations Request form: <https://registrar.washington.edu/students/religious-accommodations-request/>

**Conduct**. UW Tacoma behaviors and expectations for all students are described here:

<http://www.tacoma.washington.edu/studentaffairs/SS/conduct_about.cfm>.

*Those enrolled in a certification program in the School of Education may be held to additional expectations that align with accreditation mandates, professional standards, and/or state law. Contact your academic advisor or faculty director for more information.*

## Electronic devices. Including, but not limited to, cell phones, pagers, laptops, and personal digital assistants) may only be used in the classroom with the permission of the instructor. Activities that are non-relevant to the course, such as checking/ sending email, playing games, and surfing the web, are considered disruptive activities when class is in session.Academic Dishonesty and Misconduct. At UW, academic dishonesty is a violation of the student conduct code; the consequences may be serious. Academically dishonest behaviors includes, but is not limited to, the following group or individual behaviors: cheating, falsifying/modifying documents, plagiarism, and misrepresenting one’s or others’ work. View UW Tacoma’s statement on Academic Honesty here: <https://www.tacoma.uw.edu/uwt/registrar/academic-policies>

To plagiarize is to use the ideas, or unique phrasing of those ideas, without acknowledging that they originate from someone or someplace other than you. Attributing where you get your information builds your own authority to speak on that topic and provides valuable backing to the arguments you make. Additionally, plagiarism can be understood differently in various disciplines. For instance, the ways in which one summarizes others’ ideas in texts, or attributes information from texts in one’s own paper, are not the same in the sciences as they are in the humanities, or the social sciences. This means it is vital that you understand the specific expectations and guidelines for writing that will help you avoid plagiarizing in this class. If you have questions about what amounts to plagiarism, seek guidance from faculty and the UW Tacoma Teaching and Learning Center as soon as possible.

**Infants/Children in Class Policy**. Mothers who are breastfeeding an infant, or expressing milk, may do so in class without the permission of the instructor. Or if you prefer to breastfeed or breast-pump outside of class, you may take time out of class to use a lactation room (GWP 410 and MAT 204-A. However, in either case, it is a good idea to communicate with the instructor ahead of time. If you want to bring an older infant or child(ren) to class, you must get permission from the instructor ahead of time. If permission is granted, you are responsible for seeing that the child or children are not disruptive to the class and for ensuring that all additional University policies and rules are followed by those that you bring. There are some classes where it may not be safe for an infant, child or children to be present, and in those cases an instructor may restrict an infant, child or children from being present in class. *Approved by the Executive Council on 02/17/17.*

**CONFLICT RESOLUTION, REPORTING BIAS, AND UW SAFECAMPUS**

**UW SafeCampus.** Call UW SafeCampus anytime — no matter where you work or study — to anonymously discuss safety and well-being concerns for yourself or others. Call 206-685-7233. *Please call 911 for emergency and urgent situations.*

**Title IX Office- Sex and Gender-Based Harassment and Violence**

UW, through [numerous policies](https://www.washington.edu/titleix/policies/) (<https://www.washington.edu/titleix/policies/>), prohibits sex- and gender-based violence and harassment, and we expect students, faculty, and staff to act professionally and respectfully in all work, learning, and research environments. For support, resources, and reporting options related to sex- and gender-based violence or harassment, visit [UW Title IX’s webpage](https://www.washington.edu/titleix/) (<https://www.washington.edu/titleix/>), specifically the [Know Your Rights & Resources](https://s3-us-west-2.amazonaws.com/uw-s3-cdn/wp-content/uploads/sites/181/2020/08/10185033/KYRR-guide-8-10-2020-LINKED.pdf) (available via the Support & Help page).

If you disclose information to me about sex- or gender-based violence or harassment, I will connect you (or the person who experienced the conduct) to confidential and/or private resources who can best provide support and options. Please note that some senior leaders and other specified employees have been identified as [“Officials Required to Report](https://www.washington.edu/titleix/title-ix-officials-required-to-report/)” (<https://www.washington.edu/titleix/title-ix-officials-required-to-report/>). If an Official Required to Report learns of possible sex- or gender-based violence or harassment, they are required to call UW SafeCampus and report all the details they have in order to ensure that the person who experienced harm is offered support and reporting options but your situation will be handled with great care.

**UW Tacoma School of Education Process for Reporting Concerns.** Students who have concerns about another faculty, staff, or student should attempt to resolve the issue at the most direct and informal level. Contact your academic advisor and/or view our process “Raising Concerns and Meeting with School of Education Leadership” for more information: <https://www.tacoma.uw.edu/uwt/soe/current-students> (this page also includes university resources, such as how to file a Bias Incident Report at UW Tacoma, seek support from the UW Office of the Ombud, etc.- these resources also described and linked below).

**UW Office of the Ombud**. Students may seek guidance on resolving interpersonal conflicts in a confidential and neutral manner. For more information, visit: <https://www.washington.edu/ombud/>

**UW Tacoma Bias Incident Reporting**. A student who needs to report an incident of bias or wants to explore and better understand issues like bias and discrimination, and how to effectively respond, may file a Bias Incident Report. For more information, visit: <https://www.tacoma.uw.edu/reportbias>

**UW Civil Rights Office**. UW CRO investigates complaints that that a University employee, which includes any administrator, faculty, staff, or student worker, has violated the University’s non-discrimination and/or non-retaliation policies. For more information, visit: <https://www.washington.edu/cr-investigations/>

**STUDENT RESOURCES**

**Counseling Center**. Offers short-term, problem-focused counseling to UW Tacoma students who may feel overwhelmed by the responsibilities of college, work, family, and relationships. The service is provided confidentially and without additional charge to currently enrolled undergraduate and graduate students. To schedule an appointment, please call 253-692-4522, email uwtshaw@uw.edu, or stop by the Student Counseling Center (SCC), located in MAT 354. Additional information may also be found by visiting: [www.tacoma.uw.edu/counseling](http://www.tacoma.uw.edu/counseling)

**Child Care & Family Assistance.** Students who are parents and with other caregiving responsibilities are encouraged to take advantage of the resources provided on campus. These resources include the Huskies and Pups RSO, the Childcare Assistance Program, on-campus Family Friendly Spaces, priority access at the MUSE, and back-up/sick care at one of these locations Bright Horizons and KinderCare. On campus resources include lactation rooms and baby changing stations. For more detailed information, visit: <https://www.tacoma.uw.edu/uwt/cfss>

**Equity & Inclusion**. Resources and support for students regarding diversity, equity, inclusion, and social justice issues: <https://www.tacoma.uw.edu/equity/center-equity-inclusion>

**Financial Aid.** You may contact UW Tacoma’s Office of Student Financial Aid at any time with questions about your account, billing, and funding opportunities. For more information, visit: <https://www.tacoma.uw.edu/uwt/finaid>

1. **Short-Term Loan Program**. The Office of Student Financial Aid has funds available for short-term loans to assist students with temporary cash flow problems. Funds are generally available within one to four working days, only to students who are currently attending the university (loans cannot be processed between quarters). Repayment is due by the next quarter, or whenever additional funds such as financial aid arrive on account, whichever comes first. There is no interest on the short-term loans but there is a service charge added to the repayment amount. Students may apply online through MyUW under "Personal Services." Paper application forms are also available in the Financial Aid Office, but the processing time is longer.
2. **Emergency Aid**. Unexpected costs and needs can cause significant stress and impact student academic success and personal well-being. UW has an Emergency Aid Fund to support currently enrolled UW students. Contact your academic advisory and/or visit this page for more information: <https://www.washington.edu/emergencyaid/tacoma/>

**Library.** The UW Tacoma Library provides services and tools to support students at all levels of expertise. You can: check out books and videos, borrow technology, including laptops, graphing and scientific calculators, cables, phone chargers, headphones, and more, check out many required textbooks, book rooms for group study, and do 3D printing, and more. For more information, visit: <https://www.tacoma.uw.edu/uwt/library>

**Military-Connected Student Statement.** If you are a veteran, on active duty, in the reserves or national guard, or a military spouse or dependent, stay in contact with your instructor if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make your instructor aware of any complication to allow faculty to work with you and, if needed, put you in contact with university staff who are trained to assist you. Campus resource for veterans, service members, and families are located in the Veteran and Military Resource Center, TLB 307-A. You may reach out to uwtva@uw.edu or 253-692-4923; you may also visit: <https://www.tacoma.uw.edu/uwt/vmrc>

**Pantry**. Providing supplemental, nutritional, and culturally relevant food as well as hygiene items to all UW Tacoma students and their families. Visit this page for updated hours and ordering information: <https://www.tacoma.uw.edu/thepantry>

**Student Health Services.** Committed to providing compassionate, convenient, and affordable health care for UW Tacoma students, from care for illness and minor injury to women’s health and preventative medicine, including vaccination services. Insurance is not required. Funded by UW Tacoma student fees, office visits are provided free of charge. Treatment plans may incur costs, such as medications, labs, or vaccines, most of which are offered at discounted rates. For more information, visit [www.tacoma.uw.edu/shs](http://www.tacoma.uw.edu/shs) or email at uwtshs@uw.edu. If you have questions or would like to schedule an appointment, please call (253) 692-5811 or stop by SHS at the Laborer’s Hall on Market Street.

**Student Advocacy and Support**. Provides referral and support services to students. The purpose of this office is to assist student in developing strategies to overcome and address barriers that prevent them from achieving their educational goals. The student and staff work together to establish a set of goals and action steps to address barriers in the student’s life. We help students navigate on and off campus resources that can address issues such as housing insecurity, food, safety and security, relationship issues, physical and mental health care, and financial hardships. You may set up an appointment by filling out a referral form: [www.tacoma.uw.edu/help](http://www.tacoma.uw.edu/help), sending an email to stusuppt@uw.edu, calling 205-692-5934, or stop by our office MAT 203.

**Teaching and Learning Center.** The Teaching and Learning Center offers free academic support for students at all levels, including in the areas of ESL, quantitative skill building, Spanish, tutoring, and writing. We offer one-on-one consultations and group workshops in writing, math, statistics, science, and Spanish. We also work with students on questions about English grammar and vocabulary, reading, and learning strategies. We are located on the 2nd floor of the Snoqualmie building (Suite 260) and online. For special needs or subject tutoring requests, please email uwtteach@uw.edu or call 253-692-4417.

**Technology Resources and** **Support**. “How to be a successful digital learner: To do well, your technology should be reliable and fast. Your hardware should be up-to-date. Your machine should be protected from viruses. You should use secure passwords and know the site and sender when being asked to download a file. These are your responsibilities, as your instructor may not be able to help you with your own, unique technology problems.” Visit the UW Tacoma IT Essentials for Students website for more information: <https://www.tacoma.uw.edu/uwt/it/it-essentials-students>

**UW TACOMA CAMPUS SAFETY INFORMATION**

**Escort Service*.*** Campus Safety Officers are available to escort students to walk with you to any campus destination or your vehicle 24 hours a day. The service is free of charge. During busy periods, Campus Security Officers may ask you to meet in a common location to facilitate escorting multiple people. Dial 253-692-4416 to request a Security Escort. *Note:* ***Campus Security Officers cannot leave the UW Tacoma campus boundaries (between S. 17th and S. 21st Streets and Pacific and Tacoma Avenues).* For more information, visit:** <https://www.tacoma.uw.edu/uwt/fa/safety/safety-escorts>

**In case of a fire alarm…**

Take your valuables and leave the building. Plan to return to class once the alarm has stopped. Do not return until you have received an all-clear from somebody "official," the web or email.

**In case of an earthquake…**

DROP, COVER, and HOLD. Once the shaking stops, take your valuables and leave the building. Do not plan to return for the rest of the day. Do not return to the building until you have received an all-clear from somebody "official," the web or email.

For more information, please refer to the Emergency and Safety Plan prepared by the UWT Safety Committee: http://www.tacoma.washington.edu/safety/emergency/Emergency\_plan.pdf

**Inclement Weather Policy…**

Call 253-383-INFO to determine whether campus operations have been suspended. You may also sign up for UW Alert, which will notify you by e-mail and text of emergency information: <https://www.washington.edu/safety/alert/>

If the campus is open but you cannot get to campus safely, please stay at home. Please contact your instructor(s) as soon as possible to discuss options about making up class time. Visit the Suspended Operations page for more information, including updated information about when courses and events are cancelled or delayed due to inclement weather: <https://www.tacoma.uw.edu/uwt/fa/safety/suspended-operations>

Students who are in field placements should follow their site’s protocols for reporting absences or requesting support.