**Course Number, Title, Credits, Meeting times**

Eastern Washington University

College of Science, Technology, Engineering, & Mathematics

**Location and Meeting times**

Room # Days/times

If lecture and laboratory/discussion sections meet separately list those.

**Instructor**

Name email office phone

**Office Hours**

Be specific – list 4-6 hours per week, generally in 2-3 hour time blocks.

**Communication:** Define here how you will communicate with students during the term (e.g., Canvas, email, etc.)

**Prerequisites**: List prerequisites exactly as they are listed in the course catalog: <http://catalog.ewu.edu/course-listings/>

**Course Description**

Paste the course description from the catalog.

**Instructional Delivery Methods**

It’s helpful to list for students the methods you will use to deliver content (e.g., lecture, small group work, hands-on experiments, etc.

**Technical Requirements**

If you plan to use Canvas or other online or technical platforms, list them here, along with information about where students can access technical assistance. This page on the EWU website lists all of the student support services in IT: <https://access.ewu.edu/it/students>

**Required Text**: List any required texts here. It’s also helpful to list any additional resources you recommend, and if you will be providing course reading packets.

Textbooks can be obtained here: <http://bookstore.ewu.edu/store1/SiteText.aspx?id=39106>

**Student Learning Outcomes**

* List the student learning outcomes for your course here;
* Ask your department chair for the learning outcomes for your department – they can guide you in developing the outcomes for your course;
* Your course outcomes should align with your department outcomes, although they will not be identical;
* Check in periodically with your students – are they learning what you want them to learn? If not, can you make adjustments?

**Evaluation:** Describe how assignments will be scored for your course. Also include your policy for accepting late work and if students can make up missed assignments/labs. Do you accept extra credit, and under what conditions? How is chronic lateness or excessive absence addressed?

The policy on Classroom Attendance can provide guidance: <https://sites.ewu.edu/policies/policies-and-procedures/ap-303-23-classroom-attendance/>

**Assignments:** Describe key assignments as appropriate for students to understand expectations.

**Academic Integrity**

Academic Integrity is the corner stone of the university. Any student who attempts to gain an unfair advantage over other students by violating the Academic Integrity policy may be reported to the university and may receive a sanction up to and including XF for the course, suspension, or expulsion from the university. This policy is on the EWU web site.<https://sites.ewu.edu/policies/policies-and-procedures/wac-172-90-student-academic-integrity-3/>

**Emergency Information**

Campus-wide emergency response procedures can be found here: <https://access.ewu.edu/police/comprehensive-emergency-management-plan/emergency-response>. In the event of the following dial 911: Life/property in immediate danger, smoke or fire, crimes in progress, rescue or emergency medical assistance is needed.

If you are teaching a laboratory course please provide your students will all necessary safety information. Check with your department for specific guidelines for existing courses.

**ADA Statement**

Eastern Washington University is committed to providing support for students with disabilities. If you are a student with physical, learning, emotional, or psychological disabilities needing an accommodation, you are encouraged to stop by Disability Support Services (DSS), TAW 124 and speak with Kevin Hills, the Manager DSS or call **509-359-6871**.

**Equal Opportunity Statement**

Eastern Washington University does not discriminate on the basis of race, color, creed, religion, national origin, sex, pregnancy, sexual orientation, gender identity/expression, genetic information, age, marital status, families with children, protected veteran or military status, HIV or hepatitis C, status as a mother breastfeeding her child, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability, as provided for and to the extent required by state and federal laws.

**Affirmative Action Statement**

Eastern Washington University adheres to affirmative action policies to increase the number and retention of students and employees from historically underrepresented groups.

**Title IX and Mandatory Reporting**

Eastern Washington University recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct will NOT be tolerated at EWU. If you have been subjected to sexual misconduct, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct I must report the matter to the Title IX Coordinator. Should you want to report to a confidential source you may contact the following:

* Sexual Assault Family Trauma (SAFeT) – 509-624-7273 – 24 hours
* YWCA Domestic Violence Crisis Line – 509-326-2255 – 24 hours
* Suicide and Mental Health – 509-838-4428 – 24 hours
* Employee Assistance Program (EAP) – 360-407-9490 (employees)
* Counseling and Psychological Services (CAPS) – 509-359-2366 (students)

**Schedule**

Format this however you like. It’s helpful to students (and to you!) if reading and other assignments are given explicit dates in the schedule as much as possible, with the understanding that adjustments often need to be made as the course progresses. Provide students with regular updates as needed.