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| **Portland State University** | [Course Number & Course Title][Term & Year] |
| [Department Name] |  |

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| --- | --- |
| Instructor: |  |
| Office: |  |
| Availability: |  |
| Phone: |  |
| Email: |  |
| Course Title: |  |
| CRN: |  |
| Credits: |  |
| Course Location: |  |
| Course Meeting Schedule: |  |

## Course Description

[Course Description here]

## Course Outcomes/Learning Objectives

[Course Outcomes here]

## Course Prerequisites

[Course Prerequisites here]

## Required Materials

[textbook(s), use of D2L, supplies, equipment here]

## Major Assignments

[List & description of assignments here. E.g. exams, final, projects, etc.]

## Grading Criteria

[Description of instructor’s/course grading criteria]

## Flexibility Statement

The instructor reserves the right to modify course content and/or substitute assignments and learning activities in response to institutional, weather, or class situations.

## Course Calendar/Schedule

[Schedule of course activities]

## Course Attendance and Make-up Policies

[Description of course attendance, late work, make-up policies]

## PSU Policies & Resources

(Note to instructor: Please customize this list to best fit your students’ needs.)

Academics  
(Note to instructor: Please make sure this section is updated with links to the most current year’s Bulletin.)

#### PSU Grading System

Undergraduate: <http://pdx.smartcatalogiq.com/2020-2021/Bulletin/Undergraduate-Studies/Grading-System-for-Undergraduates>

Graduate: <http://pdx.smartcatalogiq.com/2020-2021/Bulletin/Graduate-School/Enrollment/Graduate-grading-system>

#### Drop/Withdraw Deadline: [**http://pdx.smartcatalogiq.com/en/2020-2021/Bulletin/Academic-Calendar**](http://pdx.smartcatalogiq.com/en/2020-2021/Bulletin/Academic-Calendar)

#### Academic Integrity

Academic integrity is a vital part of the educational experience at PSU. Please see the [PSU Student Code of Conduct](https://www.pdx.edu/dos/psu-student-code-conduct#AcademicDishonesty) for the university’s policy on academic dishonesty. A confirmed violation of that Code in this course may result in failure of the course.

#### Incomplete Policy

Students do not have a right to receive or demand an Incomplete grade. The option of assigning an Incomplete grade is at the discretion of the instructor when the following criteria are met.

Eligibility Criteria:

1. Required satisfactory course completion/participation.
2. Reasonable justification for the request.
3. Incomplete grade is not a substitute for a poor grade.
4. Written agreement. (See [Incomplete Contract](https://www.pdx.edu/registration/sites/www.pdx.edu.registration/files/Incomplete_Guidelines_Contract.pdf) )
5. Resolving the Incomplete.

For the full Incomplete Policy see <https://www.pdx.edu/registration/grading-system#/?section=incompletegradei>

### Student Services

#### Disability Access Statement

If you have, or think you may have, a disability that may affect your work in this class and feel you need accommodations, contact the Disability Resource Center to schedule an appointment and initiate a conversation about reasonable accommodations. The DRC is located in 116 Smith Memorial Student Union, 503-725-4150, drc@pdx.edu, <https://www.pdx.edu/disability-resource-center/>

#### Safe Campus Statement

Portland State University desires to create a safe campus for our students. As part of that mission, PSU requires all students to take the learning module entitled Creating a Safe Campus: Preventing Gender Discrimination, Sexual Harassment, Sexual Misconduct and Sexual Assault. If you or someone you know has been harassed or assaulted, you can find the appropriate resources on PSU’s Enrollment Management & Student Affairs: Sexual Prevention & Response website at <http://www.pdx.edu/sexual-assault>

#### Student Food Security

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact Committee for Improving Student Food Security for support at [foodhelp@pdx.edu](mailto:foodhelp@pdx.edu). Furthermore, please notify the professor if you are comfortable in doing so. This will enable her to provide any resources that she may possess.

#### Title IX Reporting

As an instructor, one of my responsibilities is to help create a safe learning environment for my students and for the campus as a whole. Please be aware that as a faculty member, I have the responsibility to report any instances of sexual harassment, sexual violence and/or other forms of prohibited discrimination. If you would rather share information about sexual harassment, sexual violence or discrimination to a confidential employee who does not have this reporting responsibility, you can find a list of those individuals on PSU’s Enrollment Management & Student Affairs: Sexual Prevention & Response website at <http://www.pdx.edu/sexual-assault>. For more information about Title IX please complete the required student module “Creating a Safe Campus: Preventing Gender Discrimination, Sexual Harassment, Sexual Misconduct and Sexual Assault” in the “My Courses” section of D2L.

#### Cultural Resource Centers

The Cultural Resource Centers (CRCs) create a student-centered inclusive environment that enriches the university experience. We honor diversity, explore social justice issues, celebrate cultural traditions, and foster student identities, success, and leadership. Our centers include the Multicultural Student Center, La Casa Latina Student Center, Native American Student & Community Center, Pan African Commons, Pacific Islander, Asian, Asian American Student Center and the Middle Eastern, North African, South Asian program. We provide student leadership, employment, and volunteer opportunities; student resources such as computer labs, event, lounge and study spaces; and extensive programming. All are welcome!

### Technology

#### [Optional] Recording Technology Notice

We will use technology for virtual meetings and recordings in this course. Our use of such technology is governed by FERPA, the [Acceptable Use Policy](https://www.pdx.edu/oit/policies-standards) and PSU’s [Student Code of Conduct](https://www.pdx.edu/dos/psu-student-code-conduct). A record of all meetings and recordings is kept and stored by PSU, in accordance with the Acceptable Use Policy and FERPA. Your instructor will not share recordings of your class activities outside of course participants, which include your fellow students, TAs/GAs/Mentors, and any guest faculty or community-based learning partners that we may engage with. **You may not share recordings outside of this course. Doing so may result in disciplinary action.**

#### [Optional] Turnitin

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of Turnitin.com page service is subject to the Usage Policy and Privacy Pledge posted on the Turnitin.com site.