

REQUIRED GRADUATE COURSE SYLLABUS TEMPLATE

Please contact your Department Chair or Program Director with questions.

There is a different template for Online Courses. Please Email Syllabus to balderas_m@heritage.edu

Post Syllabus on My Heritage



College of Education and Psychology

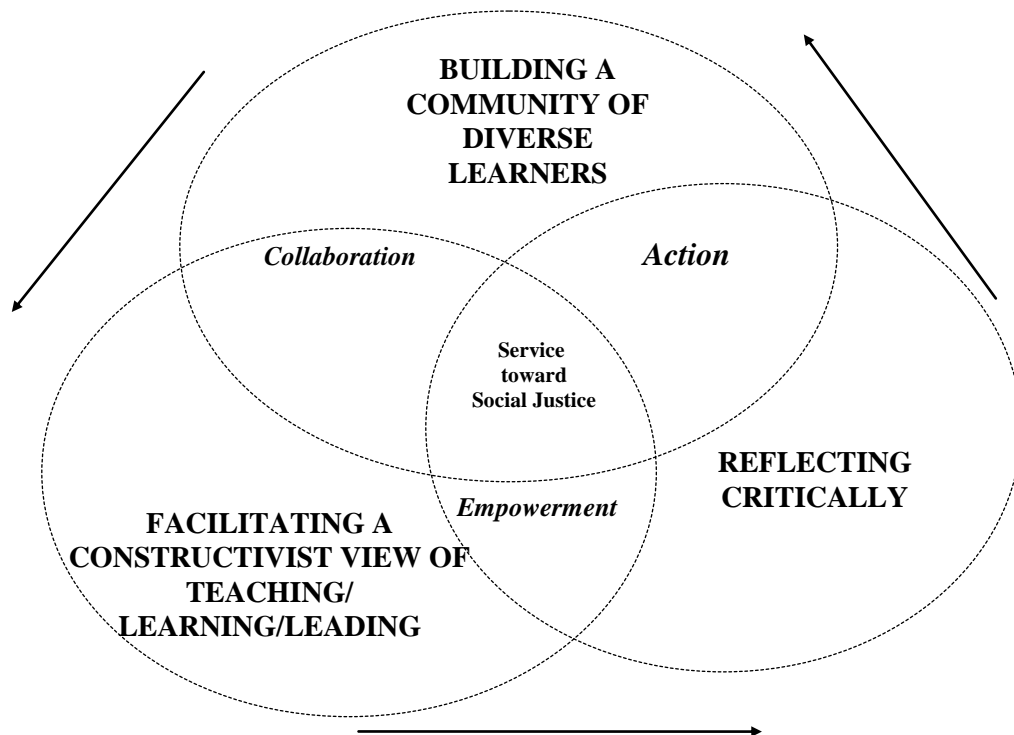
GRADUATE SYLLABUS

Course No. and Title: _____ Credits _____ Semester and Year _____
Instructor's Name: _____ Campus: _____
Telephone: _____ Office hours _____
E-mail: Use Heritage Email (last name_first letter of first name@heritage.edu)

1. Conceptual Framework:

"Knowledge Brings Us Together"

Building Community While Constructing Knowledge to Serve a Pluralistic Society



The faculty's conception of what is important to the preparation of professional educators and the relationship between the key elements is depicted in the above figure. According to this conception, a safe, caring, and diverse community in which each is respected allows people to collaborate in the socially mediated process of constructing knowledge. This leads to a sense of individual and collective empowerment allowing one the confidence, courage, and desire to reflect on one's aims and practices, as well as the context in which these occur. This process of critical reflection is essential if one is to improve the quality and appropriateness of one's future actions or the context in which those actions will occur. Professional educators serve the needs of a pluralistic society by working to meet the needs of all students; they serve the needs of a just society by challenging the inequities of the status quo.

2. Course description and prerequisites: (Use information from current Heritage University Catalog)

3A. Learner Outcomes/WAC'S, Performance Indicators, and Assessment Methods: Please follow the adopted curriculum matrix/certification standards for your department; consult your department chair/program director for information

LEARNER OUTCOMES/WAC'S (KNOWLEDGE & SKILLS)	*UNIVERSITY GOAL ALIGNMENT CODES	PERFORMANCE INDICATORS (EVIDENCE) (Products and Performance—Higher levels of Bloom's Taxonomy)	**ASSESSMENT METHOD CODES

*University Goals

1. Knowledge of the Physical World and of Human Cultures
2. Intellectual and Practical Skills
3. Personal and Social Responsibility
4. Integrative and Applied Learning

**Assessment Methods or Codes

- Selected Response (constructed tests) Code = SR
- Essay—written Code = E
- Performance (skills, products, and presentations) Code = P
- Oral communication (interviews, conferences, oral examinations, formative questioning) Code = OC
- Self reflection Code =SRef
- List others

3B. Essential Questions: List appropriate questions as assigned for this course.

4. Course guidelines and expectations: include required use of APA style and how technology will be integrated in your course; reference use of My Heritage to access course information.

- A. Attendance and absence policies
- B. Assignments
- C. Tutoring and/or study groups
- D. Audio visual materials
- E. Use of technology
- F. Use of APA style for formal and research papers.

5. Texts and study aids:

A. Required text: Title: _____
Author(s): _____
Edition: and/or Publication Date: _____
ISBN number: _____
Publisher: _____

B. Supplements: _____.

C. Required readings: _____.
Recommended readings: _____.
Bibliography: _____.

D. Other aids required or recommended: _____.

6. Assessment and Grading Procedures:

- A. Percentage/weighting of each type of assessment: exams, quizzes, and assignments
- B. Grading scale

7. Course schedule:

A course schedule should accompany the Course Plan. This should be a specific outline of the topic to be covered at each class meeting. It should go beyond the mere chapter titles in the text. The schedule should include:

- A. Content to be covered and mode, (lecture, class discussion, reports, or other)
- B. Assignment due dates
- C. Assessment Procedures

8. Attendance (Please note: Each faculty member is responsible for including their expectations for course attendance.)

Disability Policy

Current law describes ‘disability’ as a physical or mental impairment that substantially limits a major life activity of an individual. As an institution of higher learning Heritage University wishes to make reasonable accommodation to students with disabilities. If you believe you have a disability which may warrant an accommodation, the first step is to contact Melissa Filkowski in Student Affairs on the Heritage University Campus (Toppenish) or call her at 509 865-8544 (or 888 272-6190 Ext. 2026) or e-mail (filkowski_m@heritage.edu). You may also ask your instructor for assistance in communicating with Student Affairs.