

# REQUIRED UNDERGRADUATE 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](mailto:balderas_m@heritage.edu)  
Post Syllabus on My Heritage



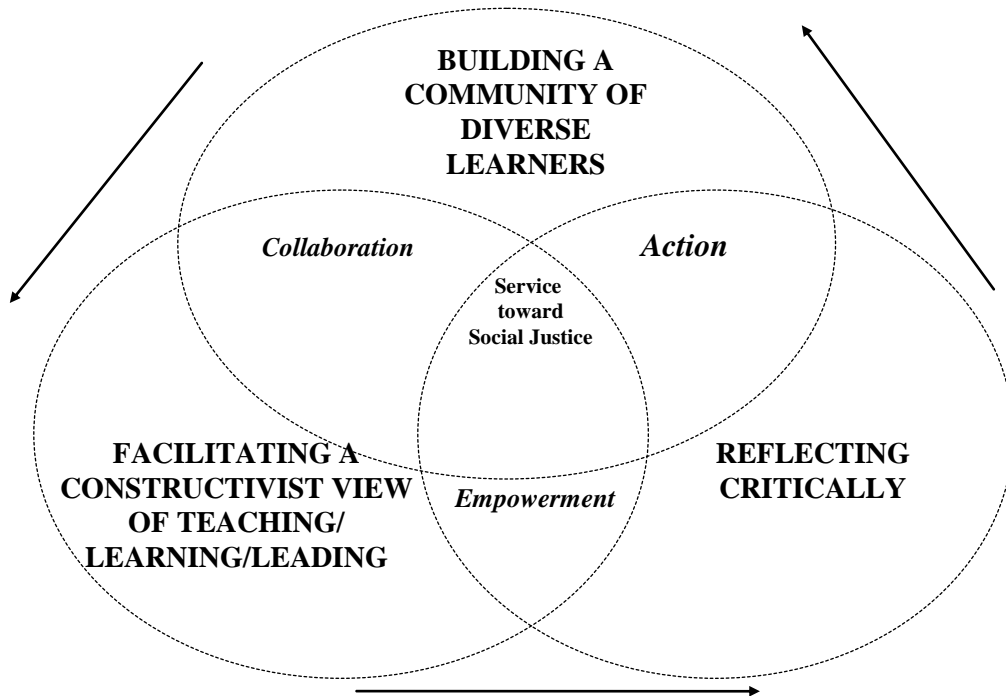
## UNDERGRADUATE SYLLABUS

Course Title: \_\_\_\_\_ Credits: \_\_\_\_\_ Semester & 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 educators, and the relationships 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. 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 the current Heritage University Catalog)

3. Learner Outcomes/WAC'S, Heritage Outcomes, Performance Indicators, and Assessment Methods/Codes: Please follow the curriculum matrix/certification standards for your assigned area; consult your department chair if needed.

LEARNER OUTCOMES/WACS (KNOWLEDGE & SKILLS)	*UNIVERSITY GOAL ALIGNMENT CODES	PERFORMANCE INDICATORS (EVIDENCE) (Products and Performance—Higher levels of Bloom's Taxonomy)	**ASSESSMENT METHODS/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/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 = PC
- Self reflection Code = SRef
- List others

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

**A. Attendance and absence policies**

- A. Assignments
- B. Tutoring and/or study groups
- C. Audio visual materials

**D. Use of technology**

**E. Use APA style for formal and research papers**

**5. Texts and study aids:**

A. Required text: Title: \_\_\_\_\_  
Author(s): \_\_\_\_\_  
Edition: and/or Publication Date: \_\_\_\_\_  
ISBN: \_\_\_\_\_  
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.