**Syllabus**

**Course Abbreviation: Course Title**

**Certificate Name**

Course Location

Course Hours



[Instructor name]

[email]

[phone]

Office Hours:

# Course Description:

[Should be one paragraph – use course description from program website, expanding it, if desired.]

# Course Learning Objectives:

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

[List 4-8 objectives.]

# Course Format:

[Describe how the course will be taught, including the use of lecture/group work/guest presenters/ supplementary online activities, and any other special logistics.]

# Course Materials:

[Textbooks, articles, and resources should be explained here.]

# Technical Requirements:

*(If any)*

# Learning Management System:

[Canvas site URL here and explain how it will be used. If other website used, should have UW NetID authentication.]

# Course Topics and Assignments by Date:

List each session by date. Outline topic and lesson format (e.g. guest lecturer, group work, etc.) and assignments and due dates.

# Student Assessment:

Give detailed information about what the student will need to do to complete the course successfully by listing the percentages of the final grade based on categories such as papers, quizzes, exams, class participation, group work. Outline the attendance requirement for this course.

UW PCE Attendance Policies:

Classroom only: Must attend 80% of class sessions

Real-time Online or Classroom with Real-time Online: Must attend 60% of class sessions (because classes are recorded)

# Student Code Policy:

The University of Washington's Student Conduct Code applies to all students, including students enrolled in UW Professional & Continuing Education courses. Students are expected to act with integrity and respect for others. Students are expected to maintain the highest standards of academic responsibility. Plagiarism and other kinds of academic misconduct are considered serious offenses at the UW. Plagiarism is using someone else’s words or ideas without proper citation. It can range from failure to credit a single sentence or paragraph to passing off an entire article, speech or another student’s paper as one’s own. Instances of academic dishonesty for noncredit courses are handled by the UW Professional & Continuing Education Committee on Academic Conduct. If evidence of academic misconduct is established, the student will be given a failing grade for the course and any request for a refund of course or other fees will be denied.

# Accommodation:

The Disability Services Office strives to help make the UW community more accessible for all. If you are a non-degree student seeking accommodation for a permanent or temporary disability, contact the office for more information and assistance. You can reach Disability Services at 206-543-6450 or [dso@uw.edu](mailto:dso@uw.edu).

State law requires colleges to reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of the course. This includes rescheduling exams and permitting absences. If you need this type of accommodation you must provide written notice to your instructor within the first two weeks of class.

# Mental Health Resources:

UW SafeCampus: [www.washington.edu/safecampus](http://www.washington.edu/safecampus) |206-685-7233 | [safecampus@uw.edu](mailto:safecampus@uw.edu)

Available 24/7.  Staff will assist students in distress or in need of resources on health, wellness, self-care, and suicide and violence prevention.

# Policies and Values:

Include a statement about the value you place on the active participation of students in their learning and on the sharing and acceptance of alternate views and perspectives, with guidelines they should follow to ensure integrity in their work (including relevant rules and expectations for homework, research papers, exams, and group work).

# About the Instructor

[Sample]

Jane Smith is a lecturer with the University of Washington’s Master of Supply Chain Transportation and Logistics Program and an independent consultant and investor. She brings 30 years of business experience, including 25 years of P&L experience, and service on six boards of directors. Her work has focused on developing and building early-stage and fast growth businesses and includes extensive experience in mergers and acquisitions. She is passionate about organizations that challenge their people with high expectations, operate with strong cultures of accountability, and focus their efforts on measurable results. She holds a B.A. in Business and M.B.A. from the University of Washington.