**Syllabus**

**Course Abbreviation: Course Title**

**Certificate Name**

Course Location

Course Hours



[Instructor name]

[email]

[phone]

Office Hours:

# Course Philosophy:

Give students a perspective on your approach to teaching this course. They are interested to know:

* Your perspective on the field / industry
* Which knowledge and skills are most valued in the field/industry
* How do theory and practice play out in the industry? And, how will you approach theory and practice in this class?
* What knowledge, skills, or attitudes are expected of learners coming into this course?
* What types of skills / activities / learning will you emphasize in this course? And why?
* What are your beliefs about how people learn and how does that factor into the way this course is organized?

# Course Description:

Provide an overview of what the course is about and how it will connect to your students learning goals.

# Course Learning Objectives:

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

[List 4-8 objectives.]

# Course Format:

It is important to clearly state “this is real-time online course.” Be sure to explain if there will be any required in-person class meetings or required synchronous web conferences, for example, for a group presentation or final exam.

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

Contacting the Instructor:

Include your preferred method to be contacted: phone? email? the messaging center within Canvas? Will you be keeping “office hours”—times set aside in your schedule specifically to work on this course—so students know that if they emailed or phoned you during office hours they could expect an immediate response? Outside of office hours, what timeframes should students expect for responses.

Consider weekends and holidays and how you will manage responses.

Dates and Time Commitment:

Include information about the duration of the course, specific start/end dates. Note any holidays that will affect the course calendar.

Outline the expected time commitment per week a student should put into this course. How much work is expected to be done between class sessions?

When do classes meet?

Provide dates and times.

Where are classes?

Provide the Zoom link here.

How do I attend classes?

Every UW student has access to a free Zoom account using your Netid.

**To install Zoom on your device follow these steps:**

1. Go to: http://washington.zoom.us
2. Click on “Sign in to Standard UW Zoom”
3. Enter your UW NetID
4. Download the Zoom app for your operating system
5. Locate your class Zoom link and click “Join Meeting”

NOTE: if you have any fluctuation in your internet connection strength, we strongly recommend that you call in using your phone audio.

**To use phone audio:**

1. Click the arrow next to **Mute/Unmute**
2. Click **Leave Computer Audio**
3. Click **Phone Call** and follow the prompt to dial in

# What Will Happen During Classes?

Describe the typical format for your real-time online class. Students may be thinking it is going to be 3 hours of lecture, this is where you can set some other expectations. How do you want them to be prepared for class? Will recordings of the class be available after the class? If so, what incentive makes attending the live class preferable over viewing the recordings later?

Is it recommended that students take notes during class? Will there be opportunities to ask questions? What happens if a student can’t attend a class?

Online classroom etiquette:

Below are points to remember about participating in your real-time online class.

* **Mute your microphone**

To help keep background noise and echo feedback to a minimum, make sure you mute your microphone when you are not speaking.

* **Be mindful of background noise**

When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.

* **Position your camera properly**

If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with your instructor and other classmates.

* **Limit distractions**

You can make it easier to focus on the class by turning off notifications, closing or minimizing running apps, and muting your smartphone.

* **Warn roommates of your live webcam**

Avoid potential for embarrassment by warning others in your location that your webcam is broadcasting live to a class full of people. If they must walk through the field of view, have them at least wear a robe. 😊

* **Avoid multi-tasking**

You’ll retain more information if you refrain from replying to emails or text messages during the class and wait to work on your homework assignment until after the meeting ends.

* **Prepare materials in advance**

If you will be sharing content during the class, make sure you have the files and/or links ready to go before class begins.

* **Other helpful behaviors**

Make eye contact with your instructor and classmates by looking into the camera, not at the screen. Show that you are listening by nodding your head once in a while.

# Organization & Structure:

Provide a description of the course structure, and high-level descriptions of major activities in the course. This might include a week-by-week outline of topics covered.

Assignments

Give an overview of the major assignments

Grading

What is the overall grade structure for this course? How many assignments count towards the final grade, and what is the weighting of each assignment?

If group work contributes to the final grade how will individuals be graded on their group work?

If participation is counted, what constitutes participation? If participation is attendance, how will attendance be taken—and what happens to individuals that come to class late or leave early?

UW PCE Attendance for Real-time Online: Must attend 60% of class sessions (because classes are recorded)

Late Policy

What is the late policy for assignments and deadlines in this course? Will there be any leeway for difficult circumstances that may arise for individuals?

Textbook and Required Resources

What textbooks and materials are required for the course? Where is this textbook available? (i.e. physical bookstores or online book sellers) Is there an electronic version of the textbook available? Which edition is recommended? For budget conscious learners, are previous editions relevant or out-of-date?

Recommended Resources

Are there any resources that are not required, but may be highly recommended? (This may include industry or professional websites.)

# Course Technology:

List any and all technical requirements for the course in one place. (For example, do students need a special calculator or software?)

Internet Access

Will learners be expected to have 24/7 continuous internet access for the duration of the course? Or can they plan to only be on the internet for designated class times, i.e. participate in the course from a public library or coffee shop?

Hardware

Will students need a computer, or can this course be done on a smartphone? Is a webcam absolutely necessary? Is a microphone essential?

Will learners need other types of equipment to carry out projects and assignments? (i.e. cameras, notepads, measuring tape, audio recorder, …etc)

Applications

What types of technology need to be on their computer/smartphone?

* PDF Reader?
* Word processor? (does it have to be Microsoft Word? or can they use Google Docs, or Apple’s Pages)
* Spreadsheet? (does it have to be Excel? or can they use Google Sheets, or Apple’s Numbers)

Test Your Tech

Link to test your web-browser and internet speeds to determine if they are sufficient for use with Canvas and Zoom

<https://uwodashboard.pce.uw.edu/techTest.asp>

# Student Supports & Resources

Access and Accommodations

Your experience in this class is important to us, and it is the policy and practice of the University of Washington to create inclusive and accessible learning environments consistent with federal and state law. The Disability Services Office (DSO) provides accommodation, referral information, and assistance for professional and continuing education students with a documented physical, mental, or sensory disability.

If you have already established accommodations with DSO, please communicate your approved accommodations to your instructor at your earliest convenience so we can discuss your needs in this course. If you have not yet established services through DSO, but have a temporary or permanent disability that requires accommodations (this can include but is not limited to: mental health, attention-related, learning, vision, hearing, physical or health impacts), you are welcome to contact DSO at 206-543-6450 or dso@uw.edu or via their Contacts page.

Religious Accommodations Policy

Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW’s policy, including more information about how to request an accommodation, is available at Religious Accommodations Policy (https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/). Accommodations must be requested within the first two weeks of this course using the Religious Accommodations Request form (<https://registrar.washington.edu/students/religious-accommodations-request/>).

Mental Health Resources

Any member of the UW community can call SafeCampus anytime to anonymously discuss safety and well-being concerns for yourself or others. Caring, trained professionals will talk you through options and connect you with additional resources if you want them. Available 24/7 by phone at 206-685-7233, or M-F, 8am-5pm at [safecampus@uw.edu](mailto:safecampus@uw.edu).

Crisis Connections provides immediate help to individuals, families, and friends of people in emotional crisis, dealing with addiction, or struggling to meet basic needs. Anyone in Washington State can receive support and resource referrals 24/7 through their crisis line at 866-4CRISIS (866-427-4747 or TTY 206-461-3219).

Student Conduct Code

The University of Washington’s Student Conduct Code applies to all students. 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.

For non-credit courses, instances of academic dishonesty are handled by the University of Washington 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.

# UW PCE Contacts:

## UW Continuum College IT (Canvas Learning Platform, Zoom)

ctnmhelp@uw.edu , 206-221-1393

Regular hours: 8am-5pm Mon-Fri

Extended hours during first two weeks of quarter: 8am-10pm Mon-Fri, 10am-8pm, Sat

## Registration Services (enrollment, tuition)

c2reg@uw.edu, 206-543-2310

Regular hours: 8am-5pm Mon-Thu, 9am-5pm Fr

## Academic Records (grade reports for reimbursement)

c2rcrds@uw.edu

206-543-2350

\*You can also get an unofficial grade report online:

https://portal.continuum.uw.edu/records/

## Enrollment Services (anything else!)

enroll@pce.uw.edu

800-506-1325

# Course Summary:

(This heading appears just above the automatically generated calendar of events in the Canvas Syllabus page.)