UNIVERSITY of HAWAI'I® WEST O'AHU

COURSE NAME, CRN

Semester, Year

CLASS INFORMATION

Time(s), Day(s) (if applicable)
Mode of delivery
Meeting Location (if applicable)
General Education designation(s)
Course Site (link "Course Site" to Laulima site)

Office: Office Number and Building
Office Hours: Time(s) and Day(s) and location(s)
[Note: **Office hours must be cleared identified on syllabi. Office hours by appt. is not adequate.**]
E-mail: your hawaii.edu e-mail
Phone: xxx-xxxx
Virtual Office: (Zoom link, if applicable)

INSTRUCTOR INFORMATION

Instructor: Your Name Here

SYLLABUS CHANGE POLICY:

Information contained in the course syllabus may be subject to change with reasonable advance notice, as deemed appropriate by the instructor. Updates to the syllabus will be communicated via…(*explain how you will communicate updates to the syllabus).*

COVID-19 PERSONAL SAFETY PRACTICES:

The University of Hawai'i–West O'ahu has enacted these Guidelines to protect the safety, health and welfare of its students, employees and visitors as it reopens during the current COVID-19 pandemic. Note that these guidelines are interim. We anticipate regular updates as we learn more about the impact of COVID-19 on our campus community and as we are directed by UH System, and our local and state government. (UH West O'ahu updated and posted revisions to its interim guidelines on August 23, 2021. Edits include updated vaccination guidance and minor edits for clarification.)

COVID-19 Hotline: Contact us if you have: tested positive, are symptomatic, or were in contact with a positive case at (808) 689-2525 or covidwo@hawaii.edu.

About This Course

The course description provided here should match that in the UH West O'ahu General Catalog. Please check the catalog to ensure accuracy.

Pre-Requisites

Enter course pre-requisite information.

Co-Requisites

Enter co-requisites, if applicable.

Learning Outcomes

(Course) Student Learning Outcomes (SLOs)

After successfully completing this course, you will be able to:

1. enter your course learning outcomes here.
2. These should mirror those listed in the catalog.
3. If you find that the outcomes listed in the catalog are outdated, your department has a curriculum committee representative who should be able to assist you in the process of inputting your modification into Kuali Student Curriculum Management (KSCM).

Program Learning Outcomes
(Degree Learning Outcomes (DLO), Concentration Learning Outcomes (CLO), Certificate Learning Outcomes

Include program-level student learning outcomes and alignment with the course learning outcomes here (to locate your DLOs, CLOss consult the Degree, Concentrations and Certificate sections of the latest General Catalog).

1. DLO-1 outcome 1
2. CLO-2 outcome 2
3. CERT-3

Institutional Learning Outcomes

Include the alignment of Institutional learning outcomes to the student learning outcomes for this course.

1. Effective Communication - SLO
2. Cultural Awareness
3. Critical Thinking
4. Disciplinary Knowledge
5. Community Engagement

Course Format

Explain the course format here. Include information regarding the number of weeks, expected hours of engagement, how/when/where any synchronous meetings will take place (including clinicals, internships, service learning, proctored exams, etc., how the course is structured (e.g., weekly units, number of modules, etc.) and what general schedule the students can expect (e.g., when will the weekly module be made available?; when will announcements go out?; when will grades be posted for assignments?; when are assignments due? – it's best to be consistent in such matters for clarity and time management. Be sure to include the time zone in the event you have students who live or are travelling outside HST.)

Required Materials

List required materials here (and recommended materials, if applicable – be sure to distinguish). It is helpful to provide information on where students may obtain these materials (particularly if available for free on campus). These may include, but not be limited to:

- Textbook(s) (provide full citation and edition number)
- Workbook(s)
- Tools/Materials (e.g., art supplies, instruments, etc.)
- Hardware (include mention of high-speed Internet connection if necessary)
- Software (include link to accessibility information or VPAT for software and web-based applications: e.g., Laulima/Sakai, Microsoft, Adobe)

Course Policies

Combined Course Sections in Laulima

[delete this statement if you do NOT combine multiple sections of courses in Laulima]

Please note that this class section of {subject code course number} will be combined with another section(s) of this course into a single course site on the Laulima Learning Management System. By participating in this course, you consent to allow students enrolled in the other section(s) of this course to view facets of your work {(enter Laulima tools that are shared in the combined Laulima site) e.g., discussion board postings}. If you have questions or concerns about the combining of sections of this course in Laulima, please contact me at {instructor's email account}.

Inclusion and Equity

In accordance with the mission, vision, and value proposition of UH West O'ahu, in this course, we embrace the diversity of our community and strive for inclusion and equity. It is expected that we will respect and embrace our differences while engaging in discussions and in-class activities. The expectation in this class is to voice opinions that positively add to the discussion, especially with regard to the important but often difficult discussions of race, gender, sexual orientation, religious beliefs, class, ability, age, and other historical markers of exclusion and oppression.

Please make sure to be respectful of your fellow students and their opinions, even (and especially) when you disagree with them. As we will deal with controversial issues in this course, the environment we create as a group should reflect an attitude of open-minded curiosity and interest in one another's points of view.

Inflammatory racist, anti-ethnic, homophobic, transphobic, sexist, or discriminatory language or behavior will not be tolerated. Disruptive behavior includes, but is not limited to violence, belligerent remarks, insults, slurs, bigotry, and disparaging commentary, microaggressions, either spoken or written (offensive slang is included in this category). These are against the UHWO code of student conduct and the Title IX policy on non-discrimination. Given the rise of hate crimes in the U.S., it is absolutely essential that you take these policies seriously, both on and off-campus.

If someone says something upsetting or offensive, it's good to ask for clarification and explain what effect the comment had on you. If it's you who has said something upsetting or offensive, it's good practice to interrupt yourself, apologize, and quietly wait for the response. The instructor will set the direction for the class, but you are also co-facilitators of this new intellectual community we are forming together. This will be particularly important during small group discussions.

Communication

Participating in our Learning Community

Provide information here about how you want students to communicate with one another. Is there a general forum for questions that you'd like students to utilize in lieu of e-mailing you? Will there be weekly discussions? There are a number of tools and methods for student-student communication – let students know which you will be utilizing in this course.

Contacting the Instructor

Provide information here about how you want students to contact you. Should electronic communications be sent via Laulima e-mail, messages or university e-mail? Establish clear expectations for response time (e.g., e-mails will be answered within 24 hrs, or within 48 hrs, or 12 hrs Mon-Fri, but not on weekends – whatever your policy/schedule, be specific and clear).

Alternative Contact
Provide alternative contact information here (e.g., program coordinator) should students be unable to reach you.

Attendance & Grading

Attendance/Participation
Provide explicit information regarding how and whether attendance/participation will be assessed and the impact this will have on the student's grade. If some absences are to be "excused" for "extenuating circumstances," provide operational definitions for these concepts.

Evaluation and Feedback
Provide clear expectations regarding timeline for feedback (e.g., all attempts will be made to provide graded

Late Work
Provide explicit information regarding whether, under what circumstances and for how long late work will be accepted, including specific details about impact to grade. If there are circumstances which may excuse late work or if notification is needed "in advance", be explicit about how far in advance notice is required, how students should notify you, and what circumstances might constitute an excusable late submission.

Proctored Exams
If your course includes proctored exams, indicate relevant options here (particularly for DE courses).

Missed Assessments
Provide a policy regarding time-specific assessments, such as performance evaluations, presentations, project exhibits, exams, etc. If provisions exist for "extenuating circumstances" or if "advanced notice" is required by the student, provide operational definitions for these concepts.

Extra Credit
If you offer extra credit opportunities to allow students to improve their grade, those opportunities should be announced and made available to everyone.

Final Grade
Your final grade will be calculated*…(explain if rounding or truncating of average will occur and how the final grade will be calculated. If there is a minimum score for passing in the program, include this information here. You may wish to include a statement about Incomplete grades as well.)*

You will receive a letter grade based on the following scale:

Note to instructor: The grade scale is programmed into Banner. Most UHWO courses are programmed as letter grade +/-. If your course is programmed for Letter Grade and you wish to change to Letter Grade +/- or you wish to add other options such as CR/NC or Audit, please consult with the Curriculum Committee representative for your divisions for assistance with submitting a course modification through Kuali Curriculum Management System.

Letter Grades and Percentage Ranges

A =
A- =
B+ =
B =
B- =
C+ =

C =
C- =
D+ =
D =
D- =
F =

Incomplete Grades: At the approval of the instructor, an "I" or incomplete grade may be given at the request of the student. An "I" indicates that the student has not completed a small but important part of a semester's work if the instructor believes that the incomplete was caused by conditions beyond the student's control.

Grade Composition

Note to instructor: Letters are used to identify assessment categories (e.g., projects, papers, performances, reflections, exams, etc.) instead of color for readability/accessibility. These labels are used throughout the course schedule to identify assessments by category. You may wish to use more relevant labels (e.g., Q for Quizzes or E for Exams).

Assessments and Weighting

(A) Projects - 50%
(B) Presentations - 20%
(C) Discussions - 20%
(D) Quizzes - 10%

Tentative Course Schedule

The following schedule is subject to change. Should changes occur, you will be notified by…
Please note the final exam for this course is (date, time), per the Final Exam Schedule.
(Notes to instructor: Please consult or provide a link to the Academic Calendar to include important dates and holidays in your course schedule. If all assessments are due at the same time each week (recommended), you may wish to state this up front and omit this info below, aside from any exceptions to this rule. This section is not intended to provide all details for each week - only an overview of timeline and graded tasks. For accessibility, this information has not been formatted in a table. Use simple tables sparingly and only when necessary to organize information – refrain from using table for visual layout. Letters are used to identify assessment types instead of color for readability/accessibility - these align with the grade composition table.)

Week 1, August 24-28, 2020: Introduction to the Course

C: Discussion 1: Self-Intro (5 points) - Due Sunday, August 30, 2020 at 11:59pm

Week 2, Dates: Topic(s)

C: Assessment (points) - Due date/time
D: Assessment (points) - Due date/time

Week 3, Dates: Topic(s)

A: Assessment (points) - Due date/time
C: Assessment (points) - Due date/time
D: Assessment (points) - Due date/time

Week 4, Dates: Topic(s)

C: Assessment (points) - Due date/time
B: Assessment (points) - Due date/time

Week 5, Dates: Topic(s)
A: Assessment (points) - Due date/time
D: Assessment (points) - Due date/time

Week 6, Dates: Topic(s)
C: Assessment (points) - Due date/time
B: Assessment (points) - Due date/time

Week 7, Dates: Topic(s)
C: Assessment (points) - Due date/time
D: Assessment (points) - Due date/time

Week 8, Dates: Topic(s)
C: Assessment (points) - Due date/time
B: Assessment (points) - Due date/time

Week 9, Dates: Topic(s)
A: Assessment (points) - Due date/time
C: Assessment (points) - Due date/time
D: Assessment (points) - Due date/time

Week 10, Dates: Topic(s)
C: Assessment (points) - Due date/time

Week 11, Dates: Topic(s)
C: Assessment (points) - Due date/time
B: Assessment (points) - Due date/time

Week 12, Dates: Topic(s)
A: Assessment (points) - Due date/time
C: Assessment (points) - Due date/time

Week 13, Dates: Topic(s)
C: Assessment (points) - Due date/time
D: Assessment (points) - Due date/time

Week 14, Dates: Topic(s)
C: Assessment (points) - Due date/time
D: Assessment (points) - Due date/time

Week 15, Dates: Topic(s)
C: Assessment (points) - Due date/time

Finals Week, Dates:
A: Assessment (pints) - Due date/time

Institutional Information

Please review the following institutional policies (add links to policies - suggestions below):

Student Responsibilities

- Effort and Time
- Proctored (or ID Verification) Activity
- Netiquette
- Online Safety

Academic Honesty

All students are expected to demonstrate integrity and honesty in completion of class assignments. Students must give credit to appropriate sources utilized in their work. Copying the work of professional writers or other students and then turning it in as one's own constitutes plagiarism and are not allowed. Plagiarism and cheating are serious offenses and, at the discretion of the instructor, may be punished by failure on the exam, paper, or project; failure in the course; and/or expulsion from the university. Integrity is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. For further information on what is expected of UH West O'ahu students, please refer to the student Academic Responsibilities and Student Code of Conduct.

Turnitin Policy

NOTE: This paragraph is required only for those syllabi in which Turnitin.com is being used.

Use of Turnitin: UH West O'ahu has a license agreement with iParadigms, LLC for the use of their plagiarism prevention and detection service popularly known as Turnitin. Faculty may use Turnitin when reading and grading your assignments. By taking a course where Turnitin is used, you agree that your assigned work may be submitted to and screened by Turnitin. Turnitin rates work on originality based on exhaustive searches of billions of pages from both current and archived instances of the internet, millions of student papers previously submitted to Turnitin, and commercial databases of journal articles and periodicals. Turnitin does not make a determination if plagiarism has taken place. It makes an assessment of the submissions originality and reports that to the course instructor. These Originality Reports are tools to help your teacher locate potential sources of plagiarism in submitted papers
All papers submitted to Turnitin become part of Turnitin's reference database solely for the purpose of detecting plagiarism. Use of Turnitin is subject to the Usage Policy as posted on the Turnitin website www.Turnitin.com.

How to Get Help

Learning Challenges and Accommodations

The Disability Services Office at the University of Hawai'i-West O'ahu is dedicated to providing a supportive environment where students with disabilities can achieve academic success. Any student with

a documented disability who may require reasonable academic accommodations may contact the Coordinator of Disability Support and Success, Christina Pascua-Galdiano via email at uhwoada@hawaii.edu or by phone 808-689-2935. For more information, please visit the Disability Services website.

The No'eau Center

The No'eau Center offers services designed to help students improve their overall academic performance. Tutoring in writing and many other subject areas is offered by appointment, on a walk-in basis, and online via email. Students may schedule an appointment by emailing or calling the center or stopping by to make an appointment at the front desk. Workshops are also offered on topics including literature reviews, research papers, various formatting styles (e.g. MLA, APA, Chicago), studying for exams, and resumes and interviews. Testing services and ADA accommodations are also available. For more information, stop by the No'eau Center (Library, B203), visit our website https://westoahu.hawaii.edu/noeaucenter/ , or call 808-689-2750.

Pueo Virtual Front Desk (PVFD)

Get connected with university staff at the touch of your fingers. The PVFD is open Mondays-Fridays 10:00-2:00 and can be accessed through the "Connect with us!" link on the bottom right corner of any page on the UH West O'ahu website. Visit the PVFD to get help with registration, financial aid, counseling, and more!

University Policies

Note: The policies included in the University Policies section are required components of the syllabus. Faculty are advised not to alter the language of the university policy statements.

University Statement on Non-Discrimination

The University of Hawai'i - West O'ahu (UHWO) strives to provide an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all members in our UHWO community.
UHWO can help to provide valuable information. Examples of behavior that may be considered sex or gender-based discrimination may include, but is not limited to, the following: sexual harassment, harassment of LGBTQ students, sexual assault, stalking, and domestic and dating violence.

If you or someone you know is experiencing sex or gender-based discrimination, or if you have any questions regarding UHWO's process or policies, please feel free to contact the UHWO Title IX Coordinator via email at: uhwot9c@hawaii.edu, or you can visit the UHWO Title IX website for more information at: https://westoahu.hawaii.edu/compliance/title-ix/

University of Hawai'i-West O'ahu Student Code of Conduct

UHWO supports a positive educational environment that will benefit student

success. In order to ensure this vision, UHWO has established the UHWO Student Code of Conduct to ensure the protection of student rights and the health and safety of the UHWO community, as well as to support the efficient operation of all UHWO programs.

All currently enrolled students at UH West O'ahu are required to abide by UH West O'ahu's Student Code of Conduct. A copy of the most current Student Code can be found on UHWO's website at: https://westoahu.hawaii.edu/compliance/student-code/

Credit Hour Requirements

One credit hour represents the amount of work that is expected of a student to achieve intended learning outcomes. In a traditional face-to-face course, that approximates not less than one hour of direct faculty instruction and a minimum two hours of student work outside of class per week through (approximately) one 15 week semester. The clock-hour requirements apply uniformly to courses of varying credits, duration, modes of delivery, and types of academic activity.

Links to Campus Policies

- Family Educational Rights and Privacy Act (FERPA)
- Right to Resolve Academic Grievances
- Class Attendance

Student Support Services

- Student Support Services
    - Academic Advising
    - Financial Aid
    - Counseling Services
- Technical Support Services
    - UH West O'ahu IT Services
    - Office of Distance Learning