Foundation for the development of all course syllabi:
Consistent with the Woodring College of Education mission and vision, courses should reflect best professional practice including the use of research-based instructional strategies and technology, where appropriate. In addition, courses should include content and/or objectives addressing diversity.

Process:
Instructors who are hired on a quarterly contract should submit a tentative syllabus to the site’s program director or an assigned mentor for approval at least 3 weeks prior to the beginning of the quarter.

A finalized copy of all syllabi should be submitted to each program’s office via email prior to the start of classes each quarter.

Required Elements:
Course prefix, title, number of credits, site, quarter and year

Conceptual Framework Statement (This must appear in all syllabi for educator preparation programs. Optional for other programs)
Preparing thoughtful, knowledgeable, and effective educators for a diverse society.

Instructor name, office location, office hours, telephone number and e-mail address

Course Description
- Taken directly from WWU Catalog (do not create your own description)
- Include prerequisites, if any

Targeted Standards (from INTASC, CSHSE, CORE, etc…)
- List specific program standards and indicators targeted in the course (determined at the program level)

Course Outcomes (no more than 4)
- Statements of what students will know and be able to do upon completion of the course.
- Course objectives should be aligned with targeted standards

Learning Activities including Textbook(s) and/or Assigned Readings that align with standards and inform outcomes
- A variety of types of source materials should be included (textbooks, journal articles, policy reports, high-quality web resources, etc…); learning activities can also be identified

Assessments
- How performance (knowledge and skills) relative to the targeted standards and objectives will be evaluated. (If attendance/participation or professionalism is included in grading it must be clear how this requirement relates to standards and objectives)
- It is the instructor’s responsibility to grade all assignments. While peer review can be used, it should not be figured into grading criteria.
- An instructor’s decision to give a group grade needs strong justification. Group grades can only be justified if there is a clear link to standards/objectives.

Grading Scale
- Include the relative value of each assessment and point scale to be used in assigning grades.
- Grading criteria for each assessment must be provided to students with assignment instructions/directions for completion.
- All syllabi should include a late assignment policy that is consistent with the instructor’s educational philosophy and expectations.
- Expectations for attendance should be clearly delineated.

Academic Dishonesty Policy (use the following paragraph)
Western Washington University students are responsible for reading, understanding, and upholding the standards of academic dishonesty as set forth in the *WWU Academic Dishonesty Policy and Procedure* (see Appendix D of the University Bulletin).

Reasonable Accommodation Policy (use the following paragraph)
It is the policy of Western Washington University to provide reasonable accommodation to the known physical, sensory, or mental limitations of qualified individuals except where such accommodation would impose undue hardship on the institution. To request accommodation, students must contact WWU disability Resources for Students at 360-650-3083 or [www.wwu.edu/depts/drs/](http://www.wwu.edu/depts/drs/)

Course Outline
- Include all session dates, topics, and reading assignments.

Reference List
- List major professional literature/resources used by the instructor.

Student Feedback Process (use the following statement)
All students will be given the opportunity to evaluate the instructor and the content of the course at the end of the quarter.

**Note for the Human Services Program:** Syllabus design should be informed by the Course Plans for each Human Services course