**Trinity Washington University**

**School of Professional Studies**

**Course Code:**

**Course Title:**

**Course Description**: [This must be the same description as printed in the catalog]

If this is also a General Education course, as noted on the Master Syllabus, include the General Education Statement below with the core competency the course covers. If not a General Education course, remove the entire underlined section from the course syllabus.

This course meets the General Education requirement for (NAME THE GENERAL EDUCATION REQUIREMENT) (no more than two (a) Information Literacy, (b) Written and Oral Communication, (c) Scientific Literacy , (d) Quantitative Literacy and Reasoning, and (e) Diversity and Social Justice; and (f) Critical Analysis and Reasoning)

1. **Instructor Information**

**Name:**

**Phone:**

**Email:**

1. **Material for this Course**

Textbook name and ISBN

Other Required Materials

1. **Course Student Learning Outcomes**:

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

1. As listed in the Master Course Syllabus

|  |
| --- |
| **Important Dates for This Course** |
| **Add/Drop** |  |
| **Withdraw** |  |
| **Holidays** |  |
| **Last Day of Class** |  |

|  |
| --- |
| **Course Schedule** |
| **Week 1** |  |
| **Week 2** |  |
| **Week 3** |  |
| **Week 4** |  |
| **Week 5** |  |
| **Week 6** |  |
| **Week 7** |  |
| **Week 8** |  |
| **Week 9** |  |
| **Week 10** |  |
| **Week 11** |  |
| **Week 12** |  |
| **Week 13** |  |
| **Week 14** |  |
| **Week 15** |  |

**Grading Policy (list of assignments and contribution to grade total)**Quizzes %

Assignments %

Final Exam %

Draft %

Paper %

Presentation %

Discussions %

And so on….

Total 100%

**Trinity Washington University Grading Chart**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Graduate Grading Scale** |  |  |  |  |
| **There is no A+** | **A** | **100-93** | **A-** | **92-90** |
| **B+** | **89-87** | **B** | **86-83** | **B-** | **82-80** |
| **C+** | **79-77** | **C** | **76-73** | **C-** | **72-70** |
| **D +** | **69-67** | **D** | **66-63** | **D-** | **62-60** |
| **F** | **59 and Below** |  |  |  |  |

**Course Policies and Expectations**

* 1. **Attendance Policy**

Add information

* 1. **Exam Policy**

Add information

* 1. **Assignments**

Add information

**Additional Information**

**Moodle Login Information**

Courses in Trinity’s School of Professional Studies are web enhanced with an online web page in the Moodle online learning platform. There may be learning resources your instructor might refer you to or require you to engage in, or to download. Experience has shown that successful Trinity students are self-motivated and have excellent time management skills. Do not wait until the last minute to submit assignments. Allow yourself extra time to resolve technology problems. You might also print materials in advance from the course so you might continue your studies without a computer. Remember to log into and check on your course regularly!

In Moodle:

* In your Web Browser:
* Navigate to the Trinity web site and click the Moodle icon at the top of the page in the mini dashboard (it looks like a golden M with a mortar board - graduation cap).
* Login using your Trinity email user name and password
* This will redirect you to your Moodle course page where you can select your course ID and title
* You should be automatically enrolled in the course (The first time you log in you may be asked if you want to enroll in this course, please select ‘YES’).
	+ **If your course does not appear**in your Moodle course page then search for it by using the search dialogue box at the bottom of the page.
* Now you are in the Moodle course home page for your course
* Here you can access or view course announcements, course email, course forums for discussion, course related media, assignments and grades.
* For Moodle assistance please use the following: request link or email **Trinity Tech Support**.
* **I Forgot My Password**: go to [**https://myaccount.trinitydc.edu**](https://myaccount.trinitydc.edu/).
* **Log-In Questions/Issues:** go to[**http://www.trinitydc.edu/it/service-requests/**](http://www.trinitydc.edu/it/service-requests/) or call **202-884-9811** from 8 AM to 7 PM weekdays and from 8:30 AM to 5:30 PM Saturdays

**Academic Support Services**

Trinity’s **Academic Services Center** offers assistance with topics such as scholarly writing and time management to name a few. It can take 24- 48 hours to schedule a session so please plan in advance!

* [Academic Services Center](http://www.trinitydc.edu/academic-services/)
* [Tutoring Services](http://www.trinitydc.edu/academic-services/tutoring/) – Tutoring is free and confidential!
	+ [To request tutoring](http://www.trinitydc.edu/offices/ascs/Tutoring_Request_Form.html)
* [Writing Center Assistance](http://www.trinitydc.edu/writing/)
* Math Assistance, Undergraduate

**Library and Online Databases**

* [Library](http://www.trinitydc.edu/library/) - **Trinity’s Sister Helen Sheehan Library Home Page** – Your resource Center for Online Journals, the Trinity catalogue, DVDs and Videos, Inter Library Loans, etc…
	+ Research Librarians – Ask for assistance in your topic development or online searches
* [Trinity’s Free Online Research Databases](https://www.aladin.wrlc.org/Z-WEB/Aladin?req) – Your resource for online journals, periodicals, and statistical data. Remember it is free! You just need your Trinity user name and a barcode from the Library, to login.

**Plagiarism and Academic Misconduct**

Plagiarism means presenting the words or ideas of others without giving credit. Because this offense undermines academic integrity, we impose serious penalties on students who plagiarize. It is important to keep in mind that unintentional plagiarism is still plagiarism; whatever your intention, you are subject to the University's penalties for plagiarism. Therefore, it is essential that you learn to identify and avoid all forms of plagiarism.

The Trinity Plagiarism policy clearly summarizes the Trinity Honor System, defines plagiarism, outlines acceptable and unacceptable uses of internet and print resources, and provides exercises and resources for your information and reference.  This policy provides guidance and illustrations for students to learn more about plagiarism and how to uphold Trinity's Academic Honesty Policy. See the plagiarism policy via this link [Trinity Plagiarism Policy](http://www.trinitydc.edu/policies/plagiarism/).

To assist you in learning in understanding the fine points of plagiarism, paraphrasing, summarization, citation, and referencing Trinity has developed a set of exercise to assist you in developing this important academic skill. The exercises and quizzes in this handbook will help you identify gaps in your understanding of plagiarism and clarify "gray" areas. See the plagiarism exercises via this link [Trinity Plagiarism Exercises](http://www.trinitydc.edu/policies/plagiarism/#id).

**The Trinity Honor Code**

Trinity is devoted to the highest standards of academic honesty and intellectual integrity. As an institution of higher education founded in the Catholic intellectual tradition and rooted in liberal learning, Trinity challenges students to develop sound moral and ethical practices in their study, research, writing and presentations; in their examinations and portfolios; and in all of their relationships and actions as members of the academic community. The values that are central to the Trinity experience animate the Honor System that has been a part of the Trinity community since 1913. All members of the Trinity community, students, faculty, and staff, are expected to uphold a way of life that embraces personal integrity and responsibility, the foundation of the Honor System. The Honor System reflects a personal commitment on the part of all members of the community to individual integrity and shared trust; hence it also reflects a community commitment to abide by University policies, rules, and regulations. See link [Trinity Academic Honesty Policy](http://www.trinitydc.edu/policies/academic-honesty/)

Upon joining the Trinity community, each student and each member of the faculty and staff agrees to adhere to the following honor pledge:

"I realize the responsibility involved in membership in the Trinity (Washington) community. I agree to abide by the rules and regulations of this community. I also affirm my intention to live according to the standards of honor, to which lying, stealing, and cheating are opposed. I will help others to maintain this responsibility in all matters essential to the common good of the community."

**Student Code of Conduct**

All students at Trinity must comply with the expectations of the Honor System which includes the Student Code of Responsible Conduct and other campus rules and policies, including this policy statement.   The Honor System and the various policy statements contain implied and explicit expectations about the conduct of all students at all times.   This policy statement amplifies these expectations with a particular emphasis on Trinity’s expectation that students in professional programs will act with professionalism and high regard for ethical conduct in all matters. See link [Student Code of Conduct for School of Professional Studies](http://www.trinitydc.edu/policies/code-of-conduct-for-professional-students/).

**Trinity ADA Statement**

Trinity welcomes all people to study and work at the University who otherwise meet the requirements for admission to the University. In all aspects of its academic policies and practices, Trinity seeks to ensure that applicants for employment, as well as employees, are treated in compliance with the American with Disabilities Act (ADA). Trinity is committed to nondiscrimination in its admissions and academic practices, including but not limited to access to courses, grading, participation in governance, events, and activities.

Students who require special consideration for any challenges or disabilities should contact disability services at least two weeks prior to the start of their courses. Trinity provides prompt, fair and impartial consideration of all complaints of discrimination in employment or personnel practices. Complaints brought under the ADA follow the same process as described for complaints of discrimination.