**[Course Alpha and Course Number]**

**[Course CRN]**

**[Course Title]**

**[Semester/Term and Year]**

**[Course Dates]**

**[Course meeting day(s) and times]**

**[Course meeting building and room #]**

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| **Professor:** |  |
| **Office Hours:** |  |
| **Office Location:** |  |
| **Phone:** |  |
| **E-mail:** | [Insert HPU email address] |
| **Office:** |  |
| **Course Description:**  *[Insert course description from the academic catalog that can be found at* <https://www.hpu.edu/registrar/academic-catalog/index.html>*]* | |
| **Methods and Mode of Instruction:**  *[Insert specifics about the methods (e.g., lecture, lab, field, internship, etc.) and modes of instruction (e.g., face-to-face, online, hybrid) for this course.* | |
| **Instructor’s Approach to the Course:**  *[Insert any explanations of the instructor’s unique approach to the course]* | |
| **Credits:** | [Insert number of course credits] |
| **Pre-requisites** | [*Any pre-requisites will appear below the course description in the academic catalog.]* |
| **Required and Optional Textbooks and Supplementary Resources:**  *[List the required and optional textbooks and supplementary resources materials for your course here, followed by the required paragraph below.]*  **Books are available at the HPU Bookstore at the campus which the course is offered (Downtown or Hawaii Loa) and online (all campuses) at** [**www.hpu.bncollege.com**](http://www.hpu.bncollege.com)**.  Rentals and eBooks are available for many of the course materials.  You can contact them at 808.544.0290 if you have any questions.** | |

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| **General Education Curriculum Area:**  **Written Communication and Information Literacy.** Courses in these curriculum areas facilitate students' entry into the intellectual life of Hawai‘i Pacific University by helping them to become more capable and independent academic readers and writers. With their small section size and emphases on research, information literacy, the writing and revision process, critical analysis, and collaboration, courses in this curriculum area help students develop academic habits and skills important to their success in future courses. | | | |
| **HPU ILOs, General Education SLOs, Course SLOs, and Assessments of Student Learning**  *[In the table below, list your course Student Learning Outcomes (SLOs) i.e., statements of what students will know and be able to do by the end of the course. Align them with the HPU Institutional Learning Outcomes (ILOs) and General Education SLOs listed below. Then, align these outcomes with the relevant assessment(s) of student learning, i.e., assignments, quizzes, tests, papers, projects, presentations, etc.]* | | | |
| **HPU**  **ILOs** | **General Education**  **SLOs** | **Course**  **SLOs** | **Assessments of Student Learning** |
| *Written Communication.*Students will organize their thoughts and feelings, synthesize relevant information and concepts, and effectively, clearly, and persuasively communicate their perspectives through written language. | *Written Communication.*  Students write clearly and effectively for a variety of audiences and purposes. |  |  |
| *Information Literacy.* Students will demonstrate the ability to recognize and articulate an information need, and to access, evaluate, and use relevant source material effectively, ethically, and legally in their academic pursuits. | *Information Literacy.* Students locate, interpret, determine the credibility of, and use information effectively, ethically, and legally. |  |  |
|  | *Critical Thinking.* Students synthesize information, explain issues, analyze concepts and evidence, assess assumptions, define their own perspectives and positions, and evaluate the implications and consequences of their conclusions. |  |  |

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| **Attendance Policy:**  [*Insert department/program/course-specific attendance policy*] |
| **Preparation/Participation Policy:**  [*Insert department/program/course-specific preparation/participation policy*] |
| **Make-up Exams/Late Submissions Policy:**  [*Insert department/program/course-specific make-up exam/late assignment policy*] |
| **Course-Specific Policies:**  [*Insert any other department/program/course-specific policies, (assignments, examinations, etc.)]* |
| **Academic Honesty Policy:**  Hawaii Pacific University is dedicated to providing a learning environment based not only upon academic excellence but academic integrity as well.  In this course it is expected that you will adhere to all Hawaii Pacific University guidelines regarding academic dishonesty. It is Hawaii Pacific University policy that any act of Academic Dishonesty will incur a penalty up to and including expulsion from the University. Any student who cheats on an academic exercise, lends unauthorized assistance to others, or who hands in a completed assignment that is not his or her work will be sanctioned. The term “academic exercise” includes all forms of work submitted for points, grade, or credit. Please see the Student Handbook for the full policy. [www.hpu.edu/studenthandbook](http://www.hpu.edu/studenthandbook) |
| **Professional and Ethical Conduct Policy:**  *[Insert any other department/program/course-specific professional and ethical conduct policies, e.g. policies regarding plagiarism, cheating, etc.]* |
| **Title IX - Sexual Discrimination and Sexual Misconduct Policy**  HPU is committed to providing an educational environment free from sexual discrimination. Students, faculty and staff must report violations of sexual harassment, sexual assaults, stalking, domestic violence, dating violence, and retaliation to trigger corrective and preventative actions as well as victim support services. Victim support services include assistance with filing police reports, referrals to counseling and medical providers, assignment of a victim advocate, and assistance with academic accommodations. Faculty and students who become aware of such violations should contact the Title IX Coordinator (808-687-7014) or file an anonymous report using the Compliance Hotline (877-270-5054 or [www.tnwinc.com/hpu](http://www.tnwinc.com/hpu)). More details can be found at [www.hpu.edu/studenthandbook](http://www.hpu.edu/studenthandbook). |
| **Accessibility Services (ADA accommodation)**  Under the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act Amendments Act 2008 (ADAAA), and Title III (Public Accommodations) Hawai'i Pacific University does not discriminate against individuals with disabilities. Any student who feels he/she may need an accommodation based on the impact of a disability is invited to contact Accessibility Services at HPU (808-544-1197); at [access@hpu.edu](mailto:access@hpu.edu), or at the LB Bldg., Suite 602, 1060 Bishop Street). This is a necessary step in order to ensure reasonable accommodations in a course. Students are not expected to disclose their specific disability to the professor; Accessibility Services will provide a letter for an instructor explaining the accommodations and NOT the nature of the disability. If you would like to discuss other concerns, such as medical emergencies or arrangements in the event of an emergency evacuation, please make an appointment to talk with the professor as soon as possible. |
| **Counseling & Behavioral Health Services (CBHS)**  CBHS provides current HPU students with free and confidential psychological counseling. Sometimes the stress of school along with personal issues can be too much to handle.  CBHS provides the opportunity for students to discuss any personal problems or concerns and explore solutions.  Appointments can be scheduled by phone at (808) 687-7076 or in person at the Downtown campus at UB 905. Office hours are Monday – Friday, 8:00 a.m. – 5:00 p.m.    **Military Veteran Center (MVC)**  MVC has one full time mental health provider from the Veterans Administration who offers confidential psychological counseling to military veterans.  Sometimes, the transition from military to civilian life, managing school, and other personal issues can be challenging.  MVC has an onsite provider at the downtown campus and appointments can be scheduled by phone at (808) 763-7470.  Office hours are Monday – Thursday, 8:00 a.m. – 5:00 p.m. |
| **Security and Safety**  Help keep our campus safe and secure. For emergency situations, call 911; for non-emergencies, contact HPU security (808-544-1400). Timely reports of observations to security and the police can go a long way in preventing future crimes. Also, HPU security provides transportation or a walking escort at the Hawaii Loa campus, and a walking escort on the Downtown campus for anyone walking alone on foot to any university parking lot, facility or city bus stop. Call 808-**236-3515** (Hawaii Loa) and **808-544-1400** (Downtown) – a security officer will be sent to your location. At military base locations, call Base Security at (808) 474-2222. To receive critical information via text messaging, update your mobile number with Rave Alert (<http://phone.hpu.edu>), HPU’s emergency text program. Go to <https://www.hpu.edu/security/index.html> for more about campus security and emergency preparedness. |

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| **Grades:** | | | |
| **Activity** | | | **Percent** |
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| **Total** | | | **100** |
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| **Grading Scale:** | | | |
| **Letter Grade** | **Point Value** |  | |
| **A** | **93.0 – 100** |  | |
| **A-** | **90.0 – 92.9** |  | |
| **B+** | **87.0 – 89.9** |  | |
| **B** | **83.0 – 86.9** |  | |
| **B-** | **80.0 – 82.9** |  | |
| **C+** | **77.0 – 79.9** |  | |
| **C** | **73.0 – 76.9** |  | |
| **C-** | **70.0 – 72.9** |  | |
| **D+** | **67.0 – 69.9** |  | |
| **D** | **60.0 – 66.9** |  | |
| **F** | **59.9 and below** |  | |

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| **Course Schedule:** | | | |
| **Week** | **Dates** | **Assignment and Assessments Due** | **Learning Activities** |
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| **2** |  |  |  |
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| **Assignments:**  Please refer to the signature assignment embedded in your Blackboard course web page, along with the accompanying rubric.  *[Also, provide written prompts for any additional papers, projects, or presentations for this course.]* |
| **Modes of Evaluation:**  *[Provide specifics about modes of evaluation for course assignments and assessments (e.g., rubrics, scores, grades, etc.)]* |