# Purdue University Northwest{Name of Campus}{Name of Department}{Course Name and Number}{Term}

**(Minimum Requirements for Course Syllabi Distributed to Students at Beginning of Course**. **A copy of each syllabus is also to be filed with the academic department which houses the course.)**

## Instructor Information:

**Name of the Instructor**

**Instructor Contact Information, Office Hours, and Office Location**

**Departmental Contact Information (Address, Phone Number, and Web Address)**

## Course Description:

## Prerequisites:

## Course Objectives:

## Required Materials:

### Textbooks (Required and Suggested)

## Assignments and Determination of Course Grade:

## Course Policies:

### Attendance Policies:

### Assignment Policies:

### [Honor Code](http://www.pnw.edu/dean-of-students/honor-code/)[[1]](#footnote-1)

### [Academic Dishonesty Policy](http://www.pnw.edu/dean-of-students/purdue-university-northwest-academic-integrity-policy/)[[2]](#footnote-2)

### [Classroom Civility Policies](https://www.pnw.edu/dean-of-students/student-disruption-in-learning-environments-toward-a-model-of-community-civility/) [[3]](#footnote-3)

## Students with Disabilities:

**Recommended Statement:** *“*Students who may need accommodations to address barriers caused by documented disabilities under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act need to register with the Disability Access Center (DAC) to receive accommodations. To request and receive accommodations, students schedule an appointment with the DAC to initiate review and approval of supporting documentation showing their disability, the barriers it causes, and the recommended accommodations. If documentation is approved, the DAC will email a letter to the student’s current semester faculty members outlining the accommodations needed to ensure accessibility. Accommodations will be provided from the date the letter originates from the DAC. It is important to register as soon as possible as accommodations are not retroactive. The DAC is located at the Hammond campus in the Student Union & Library Building (SUL) 341 and Westville in the Technology Building (TECH) 101. The DAC can be reached at (219) 989-2455 or emailing: dac@pnw.edu. [DAC website](http://www.pnw.edu/dac)[[4]](#footnote-4).

## Student Mental Health and Wellbeing:

**Recommended Statement:**“Purdue University Northwest is committed to supporting and advancing the mental health and well-being of our PNW students. During the course of their academic careers, students often experience personal challenges that contribute to barriers in learning, such as drug/alcohol problems, strained relationships, chronic worrying, persistent sadness or loss of interest in enjoyable activities, family conflict, grief and loss, domestic violence, difficulty concentrating, problems with organization, procrastination and/or lack of motivation. Students also sometimes come to college with a history of learning difficulties (e.g., any form of special education), experience difficulties succeeding in a particular subject (e.g., math, reading), or have experienced some form of trauma be it emotional or physical (e.g., head injury). These mental health concerns can lead to diminished academic performance and can interfere with daily life activities. If you or someone you know has a history of mental health concerns or if you are unsure and would like a consultation, a variety of confidential services are available. The Counseling Center is located at 2250 173rd Street, Hammond Campus and TECH 101 in Westville. You can also reach us at (219) 989-2366 or on [the Counseling website.](http://www.pnw.edu/counseling/)[[5]](#footnote-5) [National Suicide Prevention Hotline](http://suicidepreventionlifeline.org)[[6]](#footnote-6) at (800) 273-TALK or on the web..

## Non-Discrimination:

**Recommended Statement:** Purdue University Northwest prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. Any student who believes they have witnessed or experienced discrimination are encouraged to report the incident to the Office of Equity, Diversity & Inclusion in Lawshe 231, Hammond or call (219) 989-2337 or in Schwarz 25, Westville or call (219) 785-5545. Additional information can be found on the [Diversity website.](http://www.pnw.edu/diversity)[[7]](#footnote-7)

## Emergency Preparedness:

**Recommended Statement:**“An information sheet, with instructions for various types of possible emergencies, is posted in each room on campus. These emergencies include criminal activity, severe weather, fire, medical emergencies, and noises sounding like gunshots.  Students are strongly encouraged to review this instruction sheet carefully and acquaint themselves with these important guidelines. PNW will hold annual drills to prepare for emergencies such as severe weather, active shooter and fire. It is strongly encouraged that all students participate in these drills in an effort to strengthen our emergency preparedness efforts.”

## COVID-19 Preparedness:

**Recommended Statement:** To keep our students, faculty, staff, and community safe, students are required by the University to maintain [social distancing and face covering protocols](https://www.pnw.edu/face-covering-protocol-for-on-campus-community-members/) established by the Director of Public Safety. (Face coverings must cover both nose and mouth.) These are required while students are **on campus or participating in University-sponsored activities. These same protocols will be followed in the classroom environment. Because of the importance of these protocols to the safety of the University community, failure and refusal to comply with the protocols will be treated as “obstruction or disruption of a University activity” as defined in the** [Code of Conduct](https://www.pnw.edu/dean-of-students/policies/code-of-conduct/)**.**

If class is meeting face-to-face, students should utilize available cleaning supplies in the classroom to disinfect their desks, tables, and chairs before class begins. Full cleaning and disinfecting by facilities staff will occur nightly.

As we navigate through this unprecedented time, it may be necessary to move a class that is meeting fact-to-face to a remote course delivery. Depending on circumstances that may arise, students need to be prepared to continue taking a course while switching to a different modality. The University will do its best to communicate such changes with at least a 24 to 48-hour notice.

**If you feel any symptoms, please stay at home. You will not be penalized for putting your health and those around you first, rather, such consideration is encouraged and praised.**

**If you test positive for COVID-19, please contact Colin Fewer, Dean of Students at 219.989.4141 or through email at fewer@pnw.edu.**

## Zoom Etiquette:

**Recommended Statement:** Because Zoom meetings will serve as our “virtual classroom space,” the same [classroom civility policies](https://www.pnw.edu/dean-of-students/faculty-and-staff-resources/classroom-disruption-policy/) apply. **When others are speaking, please mute your microphone. We encourage your active engagement in Zoom discussions and request that you use the “hand raise” function to allow the instructor to facilitate a respectful conversation. Please arrive to your Zoom sessions a few minutes early to allow the instructor time to get all members of the course admitted.**

## Course Engagement during COVID19:

**Recommended Statement:** Student engagement in coursework and class activities is essential for learning and student success. Additionally, to comply with federal mandates related to financial aid, the university is required to track attendance and engagement in course activities. Depending on the delivery format of your course, attendance and engagement in the course may be defined and tracked in different ways. Meaningful engagement in a course may include attending live class sessions (in person or remotely), engaging with learning materials, participating in learning activities, completing assessments, and interacting with classmates and/or the instructor. Logging into the course site in Brightspace alone does not constitute meaningful engagement in a course. You are expected to be actively engaged in the course activities as explained in the course syllabus.

1. [www.pnw.edu/dean-of-students/honor-code](http://www.pnw.edu/dean-of-students/honor-code) [↑](#footnote-ref-1)
2. [www.pnw.edu/dean-of-students/purdue-university-northwest-academic-integrity-policy/](http://www.pnw.edu/dean-of-students/purdue-university-northwest-academic-integrity-policy/) [↑](#footnote-ref-2)
3. [www.pnw.edu/dean-of-students/toward-a-model-of-community-civility-student-guide-12006/](http://www.pnw.edu/dean-of-students/toward-a-model-of-community-civility-student-guide-12006/) [↑](#footnote-ref-3)
4. [www.pnw.edu/dac](http://www.pnw.edu/dac) [↑](#footnote-ref-4)
5. [www.pnw.edu/counseling/](http://www.pnw.edu/counseling/) [↑](#footnote-ref-5)
6. [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org/) [↑](#footnote-ref-6)
7. <http://www.pnw.edu/diversity> [↑](#footnote-ref-7)