

**Course Name**

**Modality**

Semester and Year

# Instructor Information

Full Instructor Name (may add preferred pronouns)

Email (include anticipated response time)

Office Phone Number

Location of Office, Office Hours, Modality of Office Hours

Class Meeting Time & Location

**Provide a course description.**

## Enumerate student learning outcomes (SLOs).

# Provide information about all course materials, required textbooks, and technology.

# Describe the various course grading components.

## Describe the grading scale you will use in the course.

*Hood College’s standard grading scale*

100-93 A

92-90 A-

89-87 B+

86-84 B

83-80 B-

79-77 C+

76-74 C

73-70 C-

69-67 D+

66-64 D

63-60 D-

Under 60 F

## Include rubric(s) used for grading and assessment.

**Confirm your attendance and late assignment policy.**

**Describe the Learning Management System (Blackboard) and how you will use it.**

**Indicate all Assessment Practices to be used.**

**Define class policy regarding electronic devices.**

**Define policy regarding the use of generative AI platforms, such as Chat GPT.**

**Include the Hood Academic Honor Code**

As a place of honor and respect, all members of Hood College assume the obligation to maintain the principles of honesty, responsibility, and intellectual integrity in all activities related to their Hood College experience. Students are expected to adhere to the highest standards of academic honesty and integrity in all coursework and related matters. It is the responsibility of each student to support these values through maturity of thought, expression, and action. Members of the faculty and staff are available to assist students in this process. The Academic Judicial Council, which is comprised of undergraduate students and two elected faculty members, is chaired by Dean Paige Eager. If you have questions about the Academic Judicial Council or the Hood College Honor Code, please contact Dean Eager at [eager@hood.edu](mailto:eager@hood.edu). All Honor Code matters related to graduate courses and graduate students should be referred to Dean April Boulton at [boulton@hood.edu](mailto:boulton@hood.edu).

**Counseling Services Information (Sample language)**

If you are feeling stressed, worried, or down during the semester, or if you notice signs of emotional distress in someone else, please feel free to stop by Amanda Dymek’s office or consider reaching out for support. Hood also has many campus resources that are available to support you including:

* Hood Counseling Services – open M-F, 8:30AM-5:00PM, Apple Resource building, 1st floor, Room A. Make your appointment online at hood.edu/counseling, or drop in for a walk-in session on Mondays, Wednesdays, and Fridays between the hours of 11:00AM – 12:00PM. If you have questions about Counseling Services, email [counselingservices@hood.edu](mailto:counselingservices@hood.edu)
* Hood also has several connections to other mental health resources including the NeighborHood Counseling Training Center and Thriving Campus.

If you or someone you know needs to talk to someone right now, text or call 9-8-8 for a free, confidential conversation with a trained counselor 24/7

**Provide reasonable Accessibility Services (Sample language)**

This course is intended to be accessible for all students, including those with mental, physical, or cognitive disabilities, illnesses, injuries, impairments, or any other condition that tends to negatively affect one’s equal access to education. If at any point in the term, you find yourself not able to fully access the space, content, and experience of this course, you are welcome (and not required) to contact me by email, phone, or during office hours to discuss your specific needs. I also encourage you to contact the Office of Accessibility Services (301-696-3569 or [accessibilityservices@hood.edu](mailto:accessibilityservices@hood.edu)). If you have a diagnosis or history of accommodations in high school or previous postsecondary institutions, Accessibility Services can help you document your needs and create an accommodation plan. By making a plan through Accessibility Services, you can ensure appropriate accommodations without disclosing your condition or diagnosis to course instructors.

**Include information about Title IX**

Hood College faculty are committed to helping create a safe and open learning environment for all students. If you (or someone you know) have experienced any form of sexual misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available. The College strongly encourages all members of the community to take action, seek support, and report incidents of sexual misconduct to the Title IX Coordinator. Please be aware that under Title IX of the Education Amendments of 1972, I am required to disclose information about such misconduct to the Title IX office. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact the Dean of the Chapel ([chapel@hood.edu](mailto:chapel@hood.edu)), counseling services (counselingservices@hood.edu) , or health services ([healthservices@hood.edu](mailto:healthservices@hood.edu)). For more information about reporting options and resources at Hood College and the community, please the contact the Title IX Coordinator.

**Include information about Hood’s commitment to inclusivity and campus values**

Hood College is proud of its diverse community, and we are committed to cultivating and strengthening an inclusive, tolerant, multi-cultural, and intellectually open community with equal opportunity for all. By encouraging and celebrating our differences, we create an environment that promotes freedom of thought and academic excellence. It is our goal to have a respectful and nurturing academic community that affirms the inherent worth and dignity of every individual, and celebrates the diverse backgrounds of all students, faculty, and staff. We will strive to value each person for their uniqueness and difference and to encourage all community members to reach their fullest potential.

**Student Success Services (sample language)**

Your success in my class is a priority. For this reason, I will be using the Beacon as an early identification and intervention tool. If I notice that you are struggling with issues such as attendance, class participation, or assignment/test performance, I may choose to send an Academic Alert through Beacon in order to connect you with appropriate campus resources. These referrals are designed to maximize your chances for success at Hood College, not as a reprimand or punishment. Please respond to any communications you may receive from me, your academic advisor, the Student Success Center, your coach, the dean’s office, or other campus offices regarding your academic progress in this course.

**Important Contacts**

* **Assessment questions, Nathan Reese, assessment@hood.edu**
* **Campus Bookstore:** [**https://hood.ecampus.com/**](https://hood.ecampus.com/)
* **Campus Security, Chief Thurmond Maynard, maynard@hood.edu**
* **Chapel, Rev. Beth O’Malley,** [**chapel@hood.edu**](mailto:chapel@hood.edu)
* **Counseling Services,** [**counselingservices@hood.edu**](mailto:counselingservices@hood.edu)
* **Dean of Faculty and Academic Judicial Council Chair, Dr. Paige Eager,** [**eager@hood.edu**](mailto:eager@hood.edu)
* **Dean of Graduate School, Dr. April Boulton,** [**boulton@hood.edu**](mailto:boulton@hood.edu)
* **Dean of Students, Dr. Demetrius Johnson,** [**deanofstudents@hood.edu**](mailto:deanofstudents@hood.edu)
* **Dean of Student Success, Accessibility Services, Camelia Rubulcada,** [**studentsuccess@hood.edu**](mailto:studentsuccess@hood.edu)
* **Health Services, Amanda Dymek, healthservices@hood.edu**
* **IT Help Desk,** [**helpdesk@hood.edu**](mailto:helpdesk@hood.edu)
* **Instructional Technology (Blackboard), Jeff Welsh,** [**welsh@hood.edu**](mailto:welsh@hood.edu)
* **Provost, Dr. Debbie Ricker, provost@hood.edu**
* **Counseling Services:** [**counselingservices@hood.edu**](mailto:counselingservices@hood.edu)
* **Health Services:** [**healthservices@hood.edu**](mailto:healthservices@hood.edu)

