



COURSE NUMBER AND TITLE

Semester and Year

Credits:

Instructor's Name:

Phone Availability

Text Availability

E-mail: HU Preferred

Class Days & Time:

Classroom:

Office Location: or Meeting Space

Office Hours:

Course Description

Use information from current HU catalog. Feel free to add additional information and context.

Land Acknowledgement

Heritage University occupies its home on the traditional lands of the Yakama People. These ancestral homelands are the Yakama, Palouse, Pisuouse, Wenatshapam, Klikatat, Klinquit, Kow- was-say-ee, Li-ay-was, Skin-pah, Wish-ham, Shyiks, Ochechotes, Kah-milt-pa, and Se-ap-cat, who today are represented by the Confederated Tribes and Bands of the Yakama Nation [TREATY OF 1855] and, whose relationship with this land continues to this day. Heritage University, grounded in the vision of the two Yakama women founders, respects Indigenous peoples as traditional guardians of the lands and the enduring relationship that exists between Indigenous peoples and their traditional territories. We offer gratitude for the land itself, for those who have stewarded it for generations, and for the opportunity to study, learn, work, and be in community on this land. We acknowledge that our University's history, like many others, is fundamentally tied to the first colonial developments in the Yakima Valley. Finally, we respectfully acknowledge and honor past, present, and future Indigenous students who will journey through this home called Heritage University.

Learner Outcomes, Heritage Outcomes, Performance Indicators

What will I do in this class? (Performance Indicators/Behaviors)	What knowledge/skills will I gain? (Course-Specific Learner Outcomes /Competencies)	How does this work apply to my major or program of study? (Program and/or GUCR Student Learning Outcomes)
Please include a brief description of evidence, products, performance, and/or higher levels of Bloom's Taxonomy or Medicine Wheel Framework	Please follow the curriculum matrix/certification standards for your assigned area; consult your Department/Program Chair.	Please indicate specific program learning outcomes AND/OR university-wide student learning outcomes that are assigned to this course.

Texts, Materials, and Technology

Text(s):

Supplements:

Technology: Access to a laptop (PC, MacBook, etc.) or desktop and reliable internet access will be needed. Laptops can be checked out from the library (Unfortunately, iPads, tablets, and chrome books are not laptops. See Staff in the Donald K. North Library to check out a laptop). Our Learning Management System (LMS) called MyHeritage will be used to communicate ideas/instructions and to upload assignments. Your faculty member will help you.

Note to Faculty: If your course has a key assignment for Student Learning Outcomes (either GUCR or Program Outcomes), CILT can help you set up your assignments correctly. Please attend a CILT training, or the CILT office hours for help with Anthology Portfolio, or email CILT@Heritage.edu.

Assignments and Grading

Note to Faculty: Review the grade weighting options in MyHeritage and select one. Reflect that choice in your syllabus. Include points/percentage/weighting of each type of assessment: exams, quizzes, homework, presentations, essays/reports, etc.

Assignment Title/Type Points/Percentage of Course Grade (ex. paper, exam, group project)

Grade Scale:

Grade	Points	Percent	Grade	Points	Percent
A	XXX-XXX	94-100%	C	XXX-XXX	70-74.8%
A-	XXX-XXX	91-93.8%	C-	XXX-XXX	66-69.8%
B+	XXX-XXX	87-90.8%	D+	XXX-XXX	63-65.8%
B	XXX-XXX	82-86.8%	D	XXX-XXX	60-62.8%
B-	XXX-XXX	79-81.8%	D-	XXX-XXX	57-59.8%
C+	XXX-XXX	75-78.8%	F	XXX-XXX	00-56.8%

Course Guidelines and Expectations

Include research documentation style, weekly assignment information, quizzes, tutoring/study groups, etc.

- **Description of course expectations**
- **Description of Assignment Types**
- **Designated style determined by department, i.e. APA, MLA, CSE, for formal/research papers.**

Course Schedule

Note to Faculty: Include the schedule when you submit your syllabus. The course schedule should be a specific outline of the topics to be covered at each class meeting. Schedule can be provided at the end of the syllabus, if preferred. The schedule should include:

- **Content to be covered and mode, (lecture, class discussion, reports, or other)**
- **Assignment due dates**
- **Assessment Procedures**

Attendance

Include your specific expectations for course attendance in addition to the two paragraphs included here.

Regular attendance and participation in classes is expected and considered essential for successful academic work. Heritage regularly updates its full attendance policy available in the current catalog:

[Attendance Policy](#). Remember that Heritage University Student Affairs is ready to help solve problems that interfere with attending class. Email them at studentaffairs@heritage.edu (copy into your email provider).

Reasonable Accommodation for Religious Holidays

Consistent with Heritage University's mission and values and pursuant to RCW [28B.137.010](#) as amended, and Substitute Senate Bill 5166, HU allows student reasonable absences for reasons of faith or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. The student requesting an excused absence for reasons of faith must submit the Request for Absence for Reasons of Faith Form to their instructor(s) at least two (2) weeks prior to the beginning of the semester in which the absence is anticipated to occur. The form is located on the Student Forms page under the Students Tab in MyHeritage. Full policy and procedures are located in the current catalog under Academic Policies, Attendance.

Support and Resources

Tutoring at the Academic Skills Center [[Log into MyHeritage before using links](#)]

The ASC has in-person and online appointments, drop-in services also both in-person and online. To view our schedule, or make an in-person or online appointment, visit the ASC page on MyHeritage under Student Services. To learn more about any of these services, call the ASC at (509) 865-8517 or email us ASC@heritage.edu

Library

The librarians are here to assist you! Use the online chat: [HU Library Website](#). For research and general assistance, feel free to stop by, call a reference librarian at (509) 865-8520, or email Library@heritage.edu

Credit Hour Requirements

Federal regulations require that all courses follow the Heritage University definition of a credit hour as described in HU Policy. For the current policy, see the catalog: [credit hour policy](#)

Online Course Exchange Appeals Process

Online Course Exchange students who wish to appeal an instructor's or facilitator's decision or request assistance with academic issues (such as requesting an incomplete or an extension) should contact HU's Online Course Exchange Liaison at Acadeum@heritage.edu.

Academic Honesty

Heritage University students have the responsibility to adhere to academic honesty in all their educational endeavors. Faculty has the responsibility to model academic honesty and to prevent, detect, and confront students who violate it. See [Academic Honesty Policy](#) and [Academic Honesty Procedure Diagram](#)

Campus Security & Safety

In an emergency, call 911. If you need campus security assistance between 8 a.m. and 5 p.m. , please call 509-865-8555 or ext. 8555 from any campus landline or email: CampusSecurity@heritage.edu. For a list of Campus Security services and Crisis Response Steps, see the [Safety and Security webpage](#)

Regional Sites, please reference the Host Campus Security Information and Emergency Safety Plan.

Accommodations

For information about student disability services on campus, please visit the [Office of Disability Services \(ADA\) | Heritage University](#) webpage; or email Officeofdisabilityservices@heritage.edu

Safe Attendance Reminder

Heritage University is committed to providing a safe and healthy environment for all students, staff, and faculty. Our goal is to mitigate the potential for transmission of communicable diseases, including COVID-19, in our environment.

Anyone experiencing symptoms of viral illness, such as fever or chills, cough, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, should stay home and see medical attention. Anyone known to have a close exposure to COVID-19 should wear a mask and follow [CDC guidelines](#) for isolation and precautions.

In addition, Heritage University community members must be prepared to “Mask When Asked.” Individuals can require that people who enter their offices wear masks. Faculty can require that students mask in their classrooms. Students who need to have their classmates mask can request that themselves or speak to the Vice President for Student Affairs to ask for support. Our collective commitment to health and wellbeing of all members of the community is essential and appreciated.