Instructor contact information

Course description

Course objectives
Global goals for the course:

Practice Behaviors (demonstrable outcomes)
By this end of this course students will be able to:

Teaching methods

Assignments and criteria for evaluation
Include a list of the assignments, date due, and percentage/number of points each assignment carries of the final grade.

Include detailed description of the assignments in this section or as an appendix to the syllabus. Include a detailed rubric for each assignment as an appendix to the syllabus.

Learning Needs
The school is committed to ensuring universal access to course material and learning activities. If you require accommodations for a specific learning need please contact the Office of Disability Services at 413-585-2071 (Voice, TTY; TDD).

Writing Center
We encourage all students to take advantage of the Writing Counselors who have developed a program specifically for graduate students in social work. This program is not a remedial service, but rather a support for all writers. We in the SSW believe that all writers can benefit from feedback on their individual writing patterns, no matter what their level of expertise. The Writing Counselors also offer more intensive work on writing issues common to speakers and writers of English as a foreign language and people with learning disabilities. For detailed information on the program, consult the Moodle page “Writing Resources.”
**Syllabus Template**

The following language will be inserted in the lower portion of page one in all syllabi by the Office of Academic Support Services (OAS)

*Student evaluation of courses is a course requirement. Failure to complete a course evaluation by the deadline will result in the following: a) grade/transcript hold; b) registration hold; and c) diploma hold.*

*Class Attendance Policy Students are required to attend all classes and are responsible for making up any missed work. In the event of any absence from class, a student must contact the instructor(s) to discuss making up the missed work. Regardless of the reason for the absence from class, a student may not miss more than 20% of a course.*

**Course Outline** [the essential elements are listed below]

**Session 1**
Topic

**Required Readings** [NOTE: Maximum of 50 pages per session. List all readings using APA 6th Edition reference format]

**Session 2**
Topic

**Required Readings** (50 pages per session)

**Session 3**
Topic

**Required Readings** (50 pages per session)

**Session 4**
Topic

**Required Readings** (50 pages per session)

**Session 5**
Topic

**Required Readings** (50 pages per session)

**Session 6**
Topic

**Required Readings** (50 pages per session)
Session 7

Topic

Required Readings (50 pages per session)

Session 8

Topic

Required Readings (50 pages per session)

Session 9

Topic

Required Readings (50 pages per session)

Session 10

Topic

Required Readings (50 pages per session)

Notes to instructor:

Aim for Clarity

- Consider providing recommended readings in a separate document rather than in the syllabus to enhance clarity regarding expectations for each session.

- Insert the assignment due in the sessions to which this applies. For example:

  Session 3
  Reading Notes Due
  Topic

  Required Readings

- Model syllabi: Example 1 and Example 2
- Consult with your Chair regarding content related questions
- Syllabus is due March 1st, 2017
- Once approved by your Chair, your syllabus will be posted on MOODLE as a word document
Syllabus Template

- Make full use of the Moodle page with your syllabus content
  - E.g., Each major section of your syllabus can be cut and pasted into a Topic area on Moodle
    - You can post your session powerpoint slides and handouts in advance of the class session
      - Note that such posting is required to support Universal Access
    - You can add additional content such as links to websites, RSS feed, videos, blogs and other multimedia resources
  - If new to Moodle, consider attending the Moodle training on February 2nd, 2017 or consult with Melissa Henry of OAS at OAS@smith.edu for support