

COURSE INFORMATION

Course title, course number, term (fall, spring, or summer, along with the year), location, days and times of class meetings, number of credit hours.

Graduate School Policy: All courses with meeting days/times will end 5 minutes prior to their usual end time.

COURSE DIRECTOR AND CONTACT INFORMATION

Name, phone number, and email. If the Course Director will keep standard office hours, then office location and office hours/availability should be listed.

If there are instructors or guest lecturers in addition to the Course Director, list their names and e-mail addresses in the course schedule (see below).

COURSE DESCRIPTION

In most cases, there is a Course Description on file from the original course approval process. All of these are in MCWConnect and can be accessed and copied from there.

If you find the “official” course description is no longer accurate, please contact gscurriculum@mcw.edu.

STUDENT LEARNING OBJECTIVES/OUTCOMES

Provide the students with general and/or specific guidance on what they are expected to learn during the course, what skills they will develop, etc.

Our course and program assessment processes require that we evaluate the extent to which our students are taught and master the 7 core competencies established by the Graduate Studies Council. Not all courses will teach all core competencies, but those emphasized by the course should be mentioned. For reference, the core competencies are as follows:

1. Biomedical knowledge and/or knowledge within your program area
2. Research skills (e.g., lab skills, reading and understanding published research, project planning skills, etc.)
3. Critical and creative thinking (e.g., the ability to judge the validity of information and results and to use valid information to reach new insights within the field of study)
4. Interpersonal and communication skills (e.g., class discussions, question & answer sessions, formulating and writing essays or other assignments, working in groups, etc.)
5. Professionalism (e.g., ethics, respect in interaction with others, completing assignments on time, punctuality, professional behavior in general)
6. Lifelong learning and improvement (e.g., learning skills development, commitment to continued independent learning)
7. Interdisciplinary commitment (e.g., motivation and skills to pursue a career involving multiple disciplines).

COURSE STRUCTURE AND EXPECTATIONS

How will the class be carried out? Specify requirements for attendance and participation.

COURSE SCHEDULE

Week by Week or Session by Session Topics, Readings to Be Discussed, Journal Entries or Assignments, Due Dates, and Exam Dates. Identify course instructor(s) for each topic if different from Course Director and provide their contact information and primary department.

GRADING POLICY

What factors contribute to the final grade, how is each determined, and how much does each contribute to the final grade? A grading rubric is highly suggested.

RESOURCES

Textbooks or other materials that are required or suggested.

TECHNICAL REQUIREMENTS

If there are specific web browser, software, or hardware requirements, please list them. If the students are required to use BrightSpace, mention that fact (all registered students are provided with BrightSpace access by the Graduate School, but they need access to a computer to log on).

MISSED EXAM POLICY/GUIDELINES

The Graduate Studies Council has approved a standard missed exam policy and this may be adopted by simply stating that in the syllabus and referring students to the Student Handbook on the Graduate School website. Course Directors are also free to specify a policy of their own, but the syllabus must make clear what the policy is.

USE OF GENERATIVE AI

Every syllabus should clearly indicate how Generative AI may be used in completion of the course. The Graduate School provides three options 1) No use, 2) Selected use, 3) Free use, but course directors are free to insert their own preferences in this section of the template so long as it is addressed. The template also gives guidance on the appropriate citation of AI use, which should either be retained or edited by the course director.

COURSE EVALUATION POLICY

The following statement, approved by the Graduate Studies Council, is to appear on every syllabus:

Course Evaluation

All students completing the course for credit are required to complete an online Course Evaluation in OASIS at the end of the course. This includes feedback on teaching of individual instructors in each course. Participation by all students is important for the Graduate School's course evaluation process and for our continued accreditation. The Graduate School will provide instructions on how to complete the evaluation at the beginning of each semester, and you will have until

2 weeks after the end of the course to complete the evaluation. Students who fail to complete the evaluation are no longer in good standing. The Graduate School will not provide transcripts, confirm enrollment, allow enrollment in additional courses, allow graduation, or support payment of stipends for students who are not in good standing. The Graduate School may impose a \$100 fine for each course evaluation not completed on time.

Faculty Evaluation

All students enrolled in the course for credit are required to complete a 4-item form in OASIS for each instructor. You will receive email prompts to direct you to OASIS and to facilitate the task.

STUDENT ACCOMMODATIONS

If you need special accommodations to meet any of the requirements of this course, please contact the Graduate School gradschool@mcw.edu as soon as possible.

COPYRIGHT POLICY

The following statement, approved by the Graduate Studies Council, is to appear on every syllabus:

COPYRIGHT PROTECTED

Educational materials, including exams, lecture notes, outlines, instructions for homework assignments, Power Point presentations, study guides, audio, video and/or digital files and/or any materials authored or created by MCW faculty for use in courses may not be used for any other purpose without the written permission of the course director.

<https://www.mcw.edu/-/media/MCW/Education/Graduate-School/Documents/Graduate-School-Handbook.pdf>
(Page 41)

<http://infoscope.mcw.edu/research/GeneralPolicies/PatentandCopyright.htm>

Updated 11/24/2025.