

Course Navigation Handout

Plain-language “how this class works” guide (template)

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- Purpose: Use this as a one-page (or two-page) “how this class works” guide. It makes expectations visible and reduces the hidden curriculum.
- Replace bracketed text with your course details.

How to use this course

- Before class: [how to prepare, e.g., annotate readings; bring notes and one question].
- In class: [discussion norms; small-group work; active listening; participation options].
- After class: [reflection or small task; planning for next session].

Office hours and support

- Office hours are for: clarifying concepts, planning assignments, feedback questions, and checking in.
- How to attend: [drop-in / appointment / Zoom link on LMS].
- If you're stuck: email me with (1) what you tried, (2) where you're stuck, (3) what you need.

Participation: multiple ways to show engagement

- Speak in discussion; bring a written note; post on the discussion board; contribute in small groups; submit a weekly reflection; peer review.
- Participation is evaluated by preparation and contribution, not by who talks the most.

Assignments and pacing

- Major assignments are scaffolded into checkpoints (topic → outline → draft → revision).
- Late work: [your policy]. Consider a grace window (e.g., 72 hours) for many assignments to reduce time-poverty penalties.
- Hard deadlines apply to: [presentations, group work, peer review days, final exams].

Feedback and revision

- Rubrics are learning tools: they tell you what strong work looks like and where to focus your next revision.
- Revision is expected. Use feedback to improve argument, evidence, and clarity.

Academic integrity and AI

- Cite sources; quote and paraphrase responsibly; ask if unsure.
- AI policy (optional): [allowed for brainstorming/proofreading with disclosure; analysis must be your own].

Care and consent in the classroom

- Content notes will be provided when materials include violence, harm, or trauma.
- Opt-out alternatives are available. Personal disclosure is never required.
- If a topic hits hard, you can step out, take a break, or follow up after class.

Resources

- Writing support: [writing center link].
- Basic needs support: [campus resources].
- Mental health support: [counseling services].