

Please review your syllabus against the features on this checklist. Items marked with \* should be considered essential for all courses. Naturally, certain disciplines or program areas will have additional items that are considered essential. For selected items (marked +), suggested wording is offered on the back of this sheet. Each fall an updated LMU template syllabus is available on the CTE website <http://www.lmu.edu/cte> and in the annual *Faculty Resource Guide* found at <http://www.lmu.edu/cao> on the Faculty Resources page.

GENERAL INFORMATION: UNIVERSITY & COURSE

- \*University name, semester and year
- \*Course number, title, section number, days, time, classroom location

INSTRUCTOR CONTACT INFORMATION

- \*Instructor name(s), title, office location, phone, email, fax, office hours

COURSE SPECIFIC INFORMATION

- Prerequisites (if any)**
- Course Description:** Provide description from the most recent LMU Bulletin.
- Required Text(s) (if any)**
- \***Learning Outcomes:** Describe what the student will know, be able to do, and value upon successful completion of the course.
- \***Grading Scheme:** Be very specific regarding the components of the grade, how each is weighted and include “floors” for each of the letter grades A (or A range) through D (or D range). One possible way to state a “floor” is as follows: an overall average of xx% will receive at least a grade of A-.
- Instructional Methods:** If applicable, describe instructional methods such as lecture-discussion, problem-based learning, group work, projects, presentations, critiques, community-based learning, portfolios, etc.
- Assignments, including Readings, Projects (with grading rubrics, if available), etc.:** In addition to the assignments, give policies including, if/how they will be graded and factored into the grade, and how late assignments will be handled.
- Exams/Quizzes (if applicable):** Give policy on missed exams or quizzes, and include the Final Exam date/time – available from the Registrar’s calendar.
- Use of Technology:** Explain what will be used/required/optional and how to access it.
- Attendance/Participation:** Policies at the professor’s option; check departmental norms.
- Extra Credit:** If offered, it must be fairly and universally offered, not just to selected students. Be specific how it is factored into the grading.

UNIVERSITY POLICY STATEMENTS (REQUIRED)

- \*+**Americans with Disabilities Act**
- \*+**Academic Honesty**
- \*+**Tentative Nature of the Syllabus**

OTHER POLICY STATEMENTS (RECOMMENDED)

- +**Expectations for Classroom Behavior:** May refer to LMU’s *Community Standards*, the *Lion’s Code*, or LMU Student Affairs brochure *Disruptive and Threatening Student Behavior*, Fall 2010.
- +**Electronic devices in the classroom**
- +**Student responsibility for being available for e-mail communication via lion.lmu.edu address**

NOTE: This checklist derives from Grunert O’Brien, J., Millis, B. & Cohen, M. *The course syllabus: A learning centered approach*, Anker Press (2008) and Nilson, L. *Teaching at its best*, Jossey Bass, (2010).

## Suggested Wording for Required and Selected Highly Recommended Items (marked +)

**Americans with Disabilities Act:** Students with special needs as addressed by the Americans with Disabilities Act who need reasonable modifications, special assistance, or accommodations in this course should promptly direct their request to the Disability Support Services Office. Any student who currently has a documented disability (physical, learning, or psychological) needing academic accommodations should contact the Disability Services Office (Daum Hall Room 224, 310-338-4535) as early in the semester as possible. All discussions will remain confidential. Please visit <http://www.lmu.edu/dss> for additional information.

**Academic Honesty:** Academic dishonesty will be treated as an extremely serious matter, with serious consequences that can range from receiving no credit for assignments/tests to expulsion. It is never permissible to turn in any work that has been copied from another student or copied from a source (including Internet) without properly acknowledging the source. It is your responsibility to make sure that your work meets the standard of academic honesty set forth in the "LMU Honor Code and Process" which appears in the *LMU Bulletin 2010-2011* (see [http://www.lmu.edu/about/services/registrar/Bulletin/Bulletins in PDF Format.htm](http://www.lmu.edu/about/services/registrar/Bulletin/Bulletins%20in%20PDF%20Format.htm).) Also, you might include a more specific statement about plagiarism if students will write papers in your class. Suggestions for preventing plagiarism are found at [http://library.lmu.edu/Services for Faculty/Preventing Plagiarism links for faculty.htm](http://library.lmu.edu/Services%20for%20Faculty/Preventing%20Plagiarism%20links%20for%20faculty.htm)

**Tentative Nature of the Syllabus:** If necessary, this syllabus and its contents are subject to revision; students are responsible for any changes or modifications distributed in class or posted on LMU's course management system MYLMU Connect (if you are using that technology). Important note to faculty Students should be notified of any syllabus revisions in the same manner(s) that the original syllabus was distributed (for example, distributed in writing in class and/or posting on MYLMU Connect).

**Expectations for Classroom Behavior:** It is important to be clear regarding expectations for classroom behavior, both in what is prohibited and how the instructor will manage behavioral issues including possible consequences. Three LMU documents are available to reference:

1. The LMU Student Affairs brochure *Disruptive and Threatening Student Behavior* (Fall 2010), which states "Disruptive behavior which is persistent or significantly interferes with classroom activities may be subject to disciplinary action. A student may be referred to the Office of Student Judicial Affairs if their behavior constitutes a violation of the conduct code."
2. The *Lion's Code* (<http://www.lmu.edu/AssetFactory.aspx?vid=30313>)
3. LMU's *Community Standards* (see [http://www.lmu.edu/studentlife/Judicial Affairs/Standards Publication.htm](http://www.lmu.edu/studentlife/Judicial%20Affairs/Standards%20Publication.htm) for the Student Conduct Code, Section IV. D).

Here is one possible wording based on the *Lion's Code*:

**RESPECT FOR SELF AND OTHERS:** As an LMU Lion, by the *Lion's Code*, you are pledged to join the discourse of the academy with honesty of voice and integrity of scholarship and to show respect for staff, professors, and other students.

Regarding cell phones, here is one possible wording:

**ELECTRONIC DEVICES:** Please turn off and put out of sight all electronic devices (other than a calculator or computer, if/when allowed) during class-time. The interruptions and/or distractions they cause disrupt class and interfere with the learning process.

**Email Communication:** If you plan to communicate with your students by email using the email addresses on PROWL (the registrar's database) or on LMU's course management system (MYLMU Connect), it will be important to tell them they must either check their student email account periodically or forward email from it to their personal account.

Here is one possible wording:

**EMAIL COMMUNICATION:** At times I will communicate with the entire class using campus email systems, so it is essential that you regularly check your lion.lmu.edu email address or forward your lion account email to your preferred email address.