

Syllabus Checklist

Please use this checklist to review your syllabus. Items marked with * are essential for all courses. Some disciplines or programs require additional items. For selected items (marked +), suggested wording is offered on the back of this sheet. The latest version of this document is available at <http://www.lmu.edu/SyllabusChecklist> or at teachers@lmu.edu.*

GENERAL INFORMATION: UNIVERSITY & COURSE

- *University name, semester and year
- *Course number, title, section number, days, time (start and end), classroom location, credit hours

INSTRUCTOR CONTACT INFORMATION

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

COURSE SPECIFIC INFORMATION

- Course Description:** Provide description from the most recent LMU Bulletin.
- ***Learning Outcomes:** Describe what students will know, be able to do, and value upon successful completion of the course.
- Instructional Methods:** If applicable, describe instructional methods such as lecture-discussion, problem-based learning, group work, projects, presentations, critiques, community-based learning, portfolios, etc.
- Prerequisites** (if any)
- ***Required Text(s)** (if any)
- ***Required Lab Fee(s)** (if any): As discussed with Department Chair/Program Director, pursuant to College/School procedures or policies, if any, and as published in the Registrar's Real-Time Schedule of Classes.
- Assignments, including Readings, Projects (with grading rubrics, if available), etc.:** In addition to identifying the nature of assignments indicate 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.
- ***Work Load Expectations:** Indicate the average minimal time students are expected to spend per week on class-related learning activities, and all substantial one-time activities (e.g., a weekend trip), in line with LMU's *Credit Hour Policy*, see http://www.lmu.edu/Assets/LMU+Credit+Hour+Policy_Final.pdf.
- ***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-.s
- Attendance/Participation:** If applicable, describe details including how it affects grades. At professor's discretion; also check departmental/program/college/school policies and norms (SHS does not issue medical excuse notes).
- Use of Technology:** Explain what will be used/required/optional/allowed and how to access it.
- Extra Credit:** If offered, it must be fairly offered to all students and announced in a timely manner. Be specific how it is factored into the grading.

UNIVERSITY POLICY STATEMENTS (REQUIRED)

- *+**Americans with Disabilities Act – Special Accommodations**
- *+**Academic Honesty**
- *+**Tentative Nature of the Syllabus**

OTHER POLICY STATEMENTS (RECOMMENDED)

- +**Expectations for Classroom Behavior**
- +**Electronic devices in the classroom**
- +**Student responsibility for checking identified communication channels, such as lion.lmu.edu address**
- +**Reporting Requirements of Sexual or Interpersonal Misconduct**
- +**Emergency Preparedness Information**

* The original version of 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). The checklist was developed by the Faculty Senate Committee on the Comprehensive Evaluation of Teaching (CCET) in 2010 and has since been maintained and updated by the CTE.

Suggested Wording for Required and Selected Highly Recommended Items (marked +) – Adapt as Appropriate

Academic Honesty: Academic dishonesty will be treated as an extremely serious matter with severe consequences that can range from receiving no credit for assignments/tests, failing the class, to expulsion. It is never permissible to turn in any work that has not been authored by the student, such as 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 set forth in the “Academic Honesty Policy” (see <http://academics.lmu.edu/honesty>.)

It is strongly recommended that you provide a more detailed statement about plagiarism relative to the specific assignments in your class and that you clearly identify the consequences of academic dishonesty. Suggestions for preventing plagiarism and the use of resources can be found at the above link.

Special Accommodations: Students with special needs who require reasonable modifications, special assistance, or accommodations in this course should promptly direct their request to the Disability Support Services (DSS) Office. Any student who currently has a documented disability (ADHD, Autism Spectrum Disorder, Learning, Physical, or Psychiatric) needing academic accommodations should contact the DSS Office (Daum Hall 2nd floor, 310-338-4216) as early in the semester as possible. All discussions will remain confidential. Please visit <http://www.lmu.edu/dss> for additional information.

Tentative Nature of the Syllabus: If necessary, this syllabus and its contents are subject to revision; students are responsible for any changes or modifications announced or distributed in class or posted on LMU's course management system MYLMUConnect.

Students should be notified of any syllabus revisions in the same manner(s) that the original syllabus was distributed (for example, distributed in class and/or posting on MYLMU Connect) and via all typical class communication channels.

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. The following LMU documents are available to reference:

- LMU's *Community Standards*, which defines as prohibited conduct (IV.D):
“Disruptive Behavior, and/or intentionally or recklessly interfering with normal University life, activities, processes or University-sponsored activities including, but not limited to: studying; teaching; research; classroom instruction; campus or residential life; University administration; judicial proceedings; or fire, police or emergency services.”
(<http://studentaffairs.lmu.edu/administration/judicialaffairs/studentcodespolicies/>)
- The *Lion's Code* (see LMU's *Community Standards*)
- Guidelines on LMU Student Classroom and Course-Related Behavior (<http://tinyurl.com/hbeokxl>)
- 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.”
(<http://www.lmu.edu/Assets/Student+Affairs+Division/Judicial+Affairs/Disruptive+Behavior+Brochure.pdf>)

Here is possible wording:

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.

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

Communication: Identify the communication channels you use in your class and clearly describe the students' responsibility to check those channels. Make sure that the chosen channels of communication are available to all students. It is strongly recommended that you (also) use the students' LMU email addresses provided in PROWL and on LMU's course management system (MYLMUConnect). Here is possible wording:

EMAIL COMMUNICATION: I will communicate with the class and individual students using campus email, so it is essential that you regularly check your lion.lmu.edu email account or the preferred email address to which you forward.

Reporting Requirements of Sexual or Interpersonal Misconduct: As “responsible employees,” faculty are required to report any case of suspected sexual or interpersonal misconduct and cannot protect student confidentiality. For information about confidential counseling on campus and for general information about consensual relationships, sexual harassment, and sexual assault, please see the LMU Cares website: <http://studentaffairs.lmu.edu/lmucares/>.

Emergency Preparedness: To report an emergency or suspicious activity, contact the LMU Department of Public Safety by phone (x222 or 310-338-2893) or at the nearest emergency call box. In the event of an evacuation, follow the evacuation signage throughout the building to the designated safe refuge area where you will receive further instruction from Public Safety or a Building Captain. For more safety information and preparedness tips, visit <http://www.lmu.edu/emergency>.