



POLICY STATEMENT 240 Guidelines for Syllabi Preparation

Revision: 8
Last Reviewed: February 15, 2024
Effective: February 16, 2024

PURPOSE: To establish guidelines for the preparation of course syllabi.

GENERAL POLICY:

A course syllabus is intended to be the primary document whereby an instructor communicates to the student major goals and requirements for the course. Each instructor must provide a current syllabus to every student in the class during the first week of classes. While each instructor's course syllabus should contain the same minimal topics, the layout and exact content of the syllabus is the prerogative of the individual instructor. It is the responsibility of the Department Chairs or Directors to collect and maintain a complete and accurate set of syllabi in the respective department office. The following minimal components should be contained in all Louisiana State University of Alexandria course syllabi, whether the course is offered on-campus, at an off-campus site, or online and whether the course is offered in a traditional 15-week format or in a shorter format (e.g., seven week):

1. Instructor's Name
2. Instructor's Contact Information (office location, telephone number, e-mail address)
3. Instructor's Office Hours
4. Current Semester and Year
5. Course Name and Number
6. Catalog Course Description¹ (including co- and pre-requisites)
7. Course Goals and Objectives¹
8. Attendance Policy
9. Make Up Policy
10. Assignment Due Dates
11. Policy Regarding Work Submitted Late
12. Method of Evaluation
13. Method Used to Determine Final Grade
14. Grading Scale Used
15. Texts & Supplemental Materials Required
16. Topical Course Outline
17. Last Date to Drop without a "W"



18. Last Date to Drop with a "W"
19. Services for Students with Disabilities Statement ²
20. Academic Integrity/Cheating policy

The following additional information must be provided on the syllabus for an online course:

21. Percentage of Content presented online
22. Schedule Clearly Outlining On-Campus Classes and Online Classes if Hybrid Course
23. Netiquette Guidelines
24. Technical Skills Required to Successfully Meet Course Objectives
25. Technology (software and hardware) required to Meet Course Objectives
26. ID/Security Policy
27. Process to Facilitate Student-Student and Student-Faculty Interaction

Note 1: These items on the syllabus must correspond with the same categories on the most recent effective version of the Master Course Outline for the course. Instructors may add goals and objectives, methods of evaluation and topics beyond what are included in the MCO. The MCO represents the minimum material that must be included for a given course.

Note 2: Services for Students with Disabilities Statement: Students who provide appropriate written documentation of a learning, physical, or psychological disability may be eligible for academic accommodations after assessment by LSUA's Coordinator of Disability Services.

Each syllabus, along with a completed LSUA Credit Course Syllabus Checklist that has been signed by the instructor, should be submitted to the department office during the first week of classes. Copies of all syllabi and signed check lists containing the instructor's signature and the Department Chair's or Director's signature attesting to the presence of the required components should be retained in the department office for at least one year.

At the conclusion of collecting syllabi **each semester** or by the census date for that term each department should send a summary report to the Provost and Vice Chancellor for Academic Affairs and the Chancellor. The report should list each instructor's name and courses taught and should verify that a syllabus for each course is on file in the department office.

LSUA COURSE SYLLABUS CHECKLIST

Instructor _____ Semester/Year _____

Course Number/Section _____ Department _____

Instructions: Complete checklist for each syllabus submitted to the departmental office. For courses with online component, complete designated information. For traditional classroom format, leave online section blank.

Required Information for All Courses	Instructor	
Instructor's Name and Contact Information (office location, phone #, email address)	<input type="checkbox"/>	<input type="checkbox"/>
Instructor's Office Hours (how held, e.g. in office, via zoom)	<input type="checkbox"/>	<input type="checkbox"/>
Current Semester and Year	<input type="checkbox"/>	<input type="checkbox"/>
Course Name, Number, and Section	<input type="checkbox"/>	<input type="checkbox"/>
Catalog Course Description (Including Co & Pre-Requisites) ¹	<input type="checkbox"/>	<input type="checkbox"/>
Course Goals and Objectives ¹	<input type="checkbox"/>	<input type="checkbox"/>
Attendance Policy	<input type="checkbox"/>	<input type="checkbox"/>
Make Up Policy	<input type="checkbox"/>	<input type="checkbox"/>
Assignment Due Dates	<input type="checkbox"/>	<input type="checkbox"/>
Late Assignment Submission Policy	<input type="checkbox"/>	<input type="checkbox"/>
Method of Evaluation	<input type="checkbox"/>	<input type="checkbox"/>
Method Used to Determine Final Grade	<input type="checkbox"/>	<input type="checkbox"/>
Grading Scale	<input type="checkbox"/>	<input type="checkbox"/>
Required Textbooks and Supplemental Materials	<input type="checkbox"/>	<input type="checkbox"/>
Topical Course Outline	<input type="checkbox"/>	<input type="checkbox"/>
Last Date to Drop without a "W" and Last Date to Drop with a "W"	<input type="checkbox"/>	<input type="checkbox"/>
Services for Students with Disabilities Statement	<input type="checkbox"/>	<input type="checkbox"/>
Percentage of content presented online (for I, J, K, L)	<input type="checkbox"/>	<input type="checkbox"/>
Schedule clearly outlining on-campus classes and online classes if hybrid course	<input type="checkbox"/>	<input type="checkbox"/>
Academic Integrity/Cheating policy	<input type="checkbox"/>	<input type="checkbox"/>
<i>Additional information for online courses</i>		
Synchronous Class meeting	<input type="checkbox"/>	<input type="checkbox"/>
Netiquette guidelines	<input type="checkbox"/>	<input type="checkbox"/>
Technical skills required to successfully meet course objectives	<input type="checkbox"/>	<input type="checkbox"/>
Technology (software & hardware) required to meet course objectives	<input type="checkbox"/>	<input type="checkbox"/>
ID/Security Policy	<input type="checkbox"/>	<input type="checkbox"/>
Process to facilitate student-student and student-faculty interaction	<input type="checkbox"/>	<input type="checkbox"/>
I attest that all links are current and working	<input type="checkbox"/>	<input type="checkbox"/>

¹ These items on the syllabus must correspond with the same categories on the most recent effective version of the MCO for the course. Instructors may add goals and objectives, methods of evaluation, and topics beyond what are included in the MCO. The MCO represents the minimum material to be included for a given course.

The syllabus submitted for the course indicated above contains the required information:

Instructor's Signature/Date _____

Department Chair's Signature/Date _____



APPROVED:



Paul Coreil, Ph.D., Chancellor

2/16/24

Date