

Loyola University New Orleans
Syllabus Template & Policy
(Undergraduate and Non-Law Graduate Courses)
Approved October 13, 2010 – Office of the Provost

The purpose of a course syllabus is to provide the student and the public information regarding the course including course goals and learning objectives, instructor information, required materials and texts, assignments and grading policy and other policies (e.g., attendance, academic integrity, assistance for individuals with disabilities).

The course syllabus is an archival document. The syllabus will be kept on file for an undetermined period of time. Former students and alumni often have reason to access a syllabus years after they have participated in the course. Beginning Fall 2004 all syllabi are maintained within LORA (Loyola's Online Record Access) as a pdf file. According to university policy all course syllabi must be posted on LORA before the end of the first week of classes of all terms (i.e., fall, spring and summer). Instructions for posting syllabi are found within LORAFAC (<http://www.loyno.edu/lora>).

Given the long lasting and public nature of these records faculty may wish NOT to include certain information in the LORA version of the syllabus. Only the following information MUST be posted as part of the official university syllabus.

Each course syllabus MUST include the following elements. Other information may be included on the syllabus or distributed as handouts along with the syllabus -

- Instructor's Name
- Contact Information (i.e., office location, telephone number, email address, office hours)
- Course name, number, and term of the current course (e.g., Fall 2010)
- Brief Course Overview
- Class meeting location (e.g., Monroe Hall 111) and meeting time (e.g., MWF 11:30 am – 12:20 pm)
- Required reading materials and texts including: (note this information must also be provided to the Bookstore)
 - Title
 - Author
 - Edition
 - Retail price
 - ISBN
 - List of any other required materials or course fees (if applicable)
 - Note: If the textbook information is not available when your syllabus is posted, you may indicate "to be determined".
- A statement concerning each of the following elements:
 - Course Goals and Course Objectives

- Expected Student Learning Outcomes (these should be consistent with the learning outcomes specified by the program/department and posted on its Intranet site)
- Types of Assignments
- Sequence Of Topics/Calendar (dates) of Assignments
- Basis or Criteria for Assigning the Course Grade
- Policy statements covering Attendance/Absences, Late or Delinquent Work, Participation/Behavior expected in class, and Cheating and Plagiarism should also be included.
- The following statement MUST be included regarding disability services and accommodations:
 - If you have a disability and wish to receive accommodations, please contact Sarah Mead Smith, Director of Disability Services at 504- 865-2990. If you wish to receive test accommodations (e.g., extended test time), you will need to give the course instructor an official Accommodation Form from Disability Services. The Office of Disability Services is located in Monroe Hall 405.

Cautionary note (which is not intended for inclusion on the syllabus) for all instructors:
Please note that compliance with federal legislation prohibits denying a student accommodations solely on the basis of a student missing a deadline for submitting an Accommodation Form. Student eligibility for accommodations is authorized by the Office of Disability Services.

- The following emergency statements MUST be included on each syllabus:
 - In the event that there is an interruption to our course due to the cancellation of classes by the university as a result of an emergency, we will continue our course on *Blackboard* within 48 hours after cancellation.
 - All students are required to sign on to *Blackboard* and to keep up with course assignments within 48 hours of evacuation and routinely check for announcements and course materials associated with each class. Class handouts will be posted under “course materials”.
 - Students should be familiar with their responsibilities during emergencies, including pre-evacuation and post-evacuation for hurricanes. This information is available on the Academic Affairs web site:
<http://academicaffairs.loyno.edu/students-emergency-responsibilities>
 - Additional emergency-planning information is also available -
<http://academicaffairs.loyno.edu/emergency-planning>
- Any other essential information, such as Safety information or information for how to access online resources (e.g., *Blackboard*) or information about any assignments that must be completed at off-campus locations (e.g., fieldwork, service learning).

Note: If there is any information in your syllabus that is subject to change, please note this in the appropriate place(s).