**The LSSU Syllabus Template has been revised, and is required for all syllabi from fall 2021 onward.**

For all your course syllabi, please include the required sections in the same order that they appear on the most current syllabus template. (This will ensure that all sections are easy for students and accreditation reviewers to locate). The template provides some verbatim content for several required sections, along with additional sections of suggested content you can adjust and edit to fit your needs.

The following notes provide information on each required section:

1) **Header and Footer:** (*Required*). Double click in the header/footer to edit those sections. Complete the information as noted in the template.

2) **Prerequisites:** (*Required*). Enter the prerequisites for your course here.

3) **Instructor(s):** (*Required*). Enter the name, office number, phone number, and email address for each instructor.

4) **COVID Policy:** (*Required*). Leave this policy in your syllabi exactly as it is written.

5) **Office Hours:** (*Required*). Enter the office hours for each instructor.

6) **Required Text(s):** (*Required*). Enter the required text(s) for the course.

7) **Recommended Text(s):** If needed, enter any recommended and optional text(s) for the course.

8) **Course Description:** (*Required*). Insert the curriculum committee approved course description as it is listed in the current university catalog.

9) **Course Learning Outcomes:** (*Required*). Make sure this section heading reads “Course Learning Outcomes.” Insert your course-level student learning outcome statements in this section. Course learning outcomes listed in your syllabus must match the course learning outcomes listed for the course in Nuventive (Tracdat). Note that all outcomes must be clearly stated to indicate how specific elements of student learning will be measured through your course assessments. The verbs listed on the syllabus template (1 – 5) are recommended as being measureable through assessment. (*Verbs like: Understand, Review, Maintain, Become familiar with, etc., are not clearly measurable)*.

At the conclusion of course ABCD101, a student will be able to:

1. Create …
2. List …
3. Describe …
4. Analyze…
5. Synthesize …

An additional resource with examples of measurable learning outcomes can be accessed at [WRITING-MEASURABLE-LEARNING-OUTCOME-STATEMENTS.pdf (lssu.edu)](https://www.lssu.edu/wp-content/uploads/2020/01/WRITING-MEASURABLE-LEARNING-OUTCOME-STATEMENTS.pdf)

10) **General Education Outcome:** (*Required, if course has a General Education outcome connected*).

All courses designated to meet a general education requirement must also include the appropriate General Education learning outcome statement on your syllabus (in addition to the course’s own subject-specific learning outcomes). The outcome statements for each General Education category are provided below, and you can copy the appropriate outcome for your course directly to your syllabus. If your course is not a General Education Course, please delete this entire section from your syllabus.

**Communication Outcomes**

 Analyze, develop, and produce rhetorically complex texts. Communicate competently in a variety of contexts

**Humanities Outcome**

 Analyze, evaluate, and explain human aesthetics and its historical development

**Diversity Outcome**

 View the world from cultural perspectives other than their own

**Natural Science Outcome**

 Incorporate empirical evidence in the analysis of the causes and consequences of natural phenomena

**Social Science Outcome**

 Think critically and analytically about the causes and consequences of human behavior

**Mathematics Outcome**

 Analyze situations symbolically and quantitatively in order to make decisions and solve problems

11) **Institutional Learning Outcomes:** (*Required*). In compliance with recent HLC accreditation guidelines for multi-level assessment, LSSU course syllabi include one or more Institutional Learning Outcomes. Choose one or more of the outcomes listed in the syllabus template to include and assess in your course.

12) **Course Weights or Point Values:** (*Required*).

Provide summary information about the distribution of points that will be attributed to each major category of grading (tests, quizzes, final exam, labs, etc.), or how evidence of student achievement and learning will be weighted or averaged in determining the course grade.

11) **Grading Scale:** (*Required*).

Provide the grading scale used for your course. The template offers a possible example you may choose to use

12) **Course Policies:** *(Required: policies 1, 2, and 3).*

Policy one covers attendance and excused absences. Clearly explain your policy for attendance and describe how you will handle student absences not approved by LSSU. The first paragraph of this section can be adjusted to suit your needs. The second paragraph must match the content in the template.

Policy two is to describe what qualifies as cheating in your course. The language provided in the syllabus template is to be included to cover LSSU’s institutional policy. You may choose to link to the institutional policy: [Microsoft Word - Academic Integrity.doc (lssu.edu)](file:///Q%3A%5CAcademic%20Integrity%5C2020-2021%5CPolicy%5CAcademic%20Integrity%20Policy%20revised%201-2021.pdf). You or your School/College may have additional procedures and policies you should include.

Policy three is the LSSU final exam policy. Include date of your final exam here, if possible.

Policies 4 and 5 are recommended, but you may choose to include or delete these.

Additional policies: Add any additional policy for your class.

13) **University Policies and Statements:** (*Required*)

Leave this section as written – or provide a link to the policy section of the provost web site:

<https://www.lssu.edu/provost/faculty-resources/>

 The ADA and Laker Success (formerly IPASS) Sections have been updated for 2021-2022.

14) **Tentative Course Outline:** (*Required*)

Include a listing of the tentative topics that will be covered in the course.