**The LSSU Syllabus Template has been revised, and is required for all syllabi from fall 2025 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, phone number, and Jpay email address
4. **Office Hours:** (*Required*). Enter the office hours for each instructor.
5. **Required Text(s):** (*Required*). Enter the required text(s) for the course.
6. **Course Description:** (*Required*). Insert the curriculum committee approved course description as it is listed in the current university catalog.
7. **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 be those approved by the Curriculum Committee or those that were approved through School/Dean continuous improvement processes. These outcomes should match the course learning outcomes listed for the course in Nuventive (Tracdat). If they do not, please notify your dean of any discrepancy. 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)

1. **General Education Outcomes:** (*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 Outcome**

 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

1. **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. Delete ILOs that will not apply to your course.
2. **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.

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

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

1. **Course Policies:** *(Required: policies 1-6).*

Policies 1-6 are required.

Additional policies: Add any additional policy for your class.

1. **University Policies and Statements:** (*Required*)

Leave this section as written Per the Prison Education Program syllabus template–

This section includes Tutoring, Career Services, Accessibility Services, Drop Policy

1. **Tentative Course Outline:** (*Required*)

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