

SUBJECT: GUIDELINES FOR SYLLABI PREPARATION

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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 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 at Alexandria course syllabi:

1. Instructor's Name
2. Instructor's Contact Information
3. Instructor's Office Hours
4. Current Semester and Year
5. Course Name and Number
6. Catalog Course Description<sup>1</sup>
7. Course Goals and Objectives<sup>1</sup>
8. Attendance Policy
9. Make Up Policy
10. Assignment Due Dates
11. Policy Regarding Work Submitted Late
12. Method of Evaluation<sup>1</sup>
13. Method Used to Determine Final Grade
14. Grading Scale Used
15. Texts & Supplemental Materials Required
16. Topical Course Outline<sup>1</sup>

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<sup>1</sup>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.

17. Distance Learning Items, if appropriate
18. Distance Learning Course Checklist, if appropriate
19. Last Date to Drop without a “W”
20. Last Date to Drop with a “W”

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 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 and Student 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 CREDIT COURSE  
SYLLABUS CHECK LIST**

Instructor \_\_\_\_\_ Semester \_\_\_\_\_

Course Name/Number \_\_\_\_\_ Department \_\_\_\_\_

<b>Instructions: Attach completed check list to each syllabus submitted to the departmental office.</b>		
Information Required	Instructor ✓	Dpt. Chair ✓
Instructor's Name		
Instructor's Contact Information		
Instructor's Office Hours		
Current Semester and Year		
Course Name and Number		
Catalog Course Description (Including Co- & Pre-Requisites) <sup>1</sup>		
Course Goals and Objectives <sup>1</sup>		
Attendance Policy		
Make Up Policy		
Assignment Due Dates		
Policy Regarding Work Submitted Late		
Method of Evaluation		
Method Used to Determine Final Grade		
Grading Scale Used		
Texts & Supplemental Materials Required		
Topical Course Outline <sup>1</sup>		
Distance Learning Items, if appropriate		
Distance Learning Course Checklist, if appropriate		
Last Date to Drop Without a "W"		
Last Date to Drop With a "W"		
Course Description, Objectives, and Topical Outline Match Most Recent MCO		

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

Instructor's Signature/Date \_\_\_\_\_

Department Chair's Signature/Date \_\_\_\_\_

<sup>1</sup> 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.