

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 (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 Description<sup>1</sup> (including co- and pre-requisites)
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
13. Method Used to Determine Final Grade
14. Grading Scale Used

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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.

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\*

**Additional Information for Online Courses**

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

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.

\* 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 licensed professional counselor. To make an appointment to see the counselor, students should visit Student Support’s administrative office, Room 206, Student Center, West Wing; or call (318) 767-2604.

LSUA CREDIT COURSE SYLLABUS CHECK LIST

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

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

**Instructions:** Attach completed check list to each syllabus submitted to the departmental office. If the course has an online component please complete the required information for online courses. Instructors using a traditional classroom format for instruction should leave the online course section blank.

Required Information for All Courses	Instructor	Dept. Chair
Instructor's Name		
Instructor's Contact Information (office location, phone #, email address)		
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		
Late Assignment Submission Policy		
Method of Evaluation		
Method Used to Determine Final Grade		
Grading Scale		
Required Textbooks & Supplemental Materials		
Topical Course Outline		
Last Date to Drop without a "W"		
Last Date to Drop with a "W"		
Services for Students with Disabilities Statement		
<b>Additional Information for Online Courses</b>		
Percentage of content presented online.		
Schedule clearly outlining on-campus classes and online classes if hybrid course.		
Netiquette guidelines.		
Technical skills required to successfully meet course objectives.		
Technology (software & hardware) required to meet course objectives.		
ID/Security Policy		
Process to facilitate student-student and student-faculty interaction.		

<sup>1</sup> 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 that must 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 \_\_\_\_\_