Undergraduate Syllabus checklist

Undergraduate Course Syllabi in CLAS should include the following:

- ☐ Course number and title
- ☐ Instructor name
- ☐ Meeting time [in Eastern Time Zone], day(s), and classroom/virtual location
- ☐ Faculty availability to students: office/virtual visitation hours, other availability (e.g. students may or may not contact on weekends, on-line appointment scheduler, etc.)
- ☐ Contact information
  - o Office location
  - o Office or preferred phone #
  - o E-mail address
- ☐ Course description: A more detailed description than the catalog summary.
- ☐ Course objectives: A bulleted list of what knowledge, skills, and values students will gain because of taking this course.
- ☐ Accreditation/Certification requirements (if applicable)
- ☐ Required texts & readings and recommended texts (if applicable)
- ☐ Hardware & software requirements (e.g. use of Zoom)
- ☐ Course requirements for assessment of students' learning with percentage or points earned per assignment.
- ☐ Grading scale
- ☐ Course outline/calendar of topics and activities/due dates/dates of midterm and final grading periods/Villanova observed Holiday and break schedule.

- ☐ Other Course Policies
  - • Classroom/laboratory safety requirements (e.g. no food in labs, cleaning equipment after use, maintaining appropriate space/social distancing).
  - • Attendance and class participation policies
  - • Other expectations as applicable, including synchronous and asynchronous participation expectations, having camera on in synchronous sessions.
  - • Late assignment submissions (if applicable)
  - • Extra credit opportunities (if applicable)
  - • For courses with in-person teaching: students' responsibility to wear a mask, in accordance with the Code of Student Conduct. Suggested wording: "As it is every member's responsibility to contribute to the creation of a healthy and safe community, students are required to comply with University health and safety directives, guidelines, rules, regulations and protocols in times of emergency and/or public health concern. Violations may be referred for action under the Code of Student Conduct."

Syllabi should also include the following **required** statements on disabilities, learning support, academic integrity, and absences for religious holidays:

- **Office of Disabilities (ODS) and Learning Support Services (LSS):**
  It is the policy of Villanova to make reasonable academic accommodations for qualified individuals with disabilities. Go to the Learning Support Services website (http://learningsupportservices.villanova.edu) for registration guidelines and instructions. For physical access or temporarily disabling conditions, please contact the Office of Disability Services at 610-519-4095 or email Stephen.mcwilliams@villanova.edu. Registration is needed in order to receive accommodations.

- **Academic Integrity**

  All students are expected to uphold Villanova's Academic Integrity Policy and Code. Any incident of academic dishonesty will be reported to the Dean of the College of Liberal Arts and Sciences for disciplinary action. For the College's statement on Academic Integrity, you should consult the *Student Guide to Policies and Procedures*. You may view the University's Academic Integrity Policy and Code, as well as other useful information related to writing papers, at the Academic Integrity Gateway web site: https://library.villanova.edu/research/subject-guides/academicintegrity

- **Absences for Religious Holidays**

  Villanova University makes every reasonable effort to allow members of the community to observe their religious holidays, consistent with the University's obligations, responsibilities, and policies. Students who expect to miss a class or assignment due to the observance of a religious holiday should discuss the matter with their professors as soon as possible, normally at least two weeks in advance. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the absence.
  https://www1.villanova.edu/villanova/provost/resources/student/policies/religious holidays.html