CLAS PhD Seminar Syllabus Checklist

General Course Information
☐ Course number and title
☐ Meeting time, day(s), and class location
☐ Office Hours, Other Availability (e.g., students may/may not contact on weekends)

Instructor Information
☐ Office location
☐ Office or preferred phone #
☐ E-mail address

Purpose of the Course
☐ Area Description (=course rationale): A copy of the official area description posted on the website
☐ Course description
☐ Second (Synthesis) Portfolio Learning Goals posted on the website
☐ Course Learning Goals

Reading Material
☐ Required texts, required readings (if applicable)
☐ Recommended texts (if applicable)

Assessment of Learning
☐ Grading scale
☐ Evaluation of students’ learning with percentage or points earned per assignment

Time Schedule/Course Plan
☐ Course outline/calendar of topics
☐ Activities/due dates/dates of assignments and examinations
☐ Villanova observed holiday and break schedule

Course Policies
☐ Attendance and class participation policies (if applicable)
☐ Late assignment submissions (if applicable)
☐ Late assignment submissions (if applicable)
☐ Extra credit opportunities (if applicable)

University Services and Standards
☐ Office of Disabilities (ODS) and Learning Support Services (LSS) (copy/paste verbatim)

It is the policy of Villanova to make reasonable academic accommodations for qualified individuals with disabilities. Go to the Learning Support Services website 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 Statement (copy/paste verbatim)

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 Enchiridion. 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.

☐ Absences for Religious Holidays (copy/paste verbatim)

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/religiousholidays.html