

## **Course Syllabi: Communication of Villanova Learning Resources and Services Provided**

In line with your course content, goals, assignments, and instructional activities, we encourage you to include communication in your syllabus that informs and alerts students to services and resources provided by various campus units. The units have provided **sample communication** that describes their support of students and their learning. Please **include these statements** in your course syllabus, as appropriate. **You may copy and paste the statements** directly into your syllabus.

- **Academic Integrity** – Office of the Provost  
[www1.villanova.edu/villanova/provost/resources/student/policies/integrity.html](http://www1.villanova.edu/villanova/provost/resources/student/policies/integrity.html)

### **Sample Syllabus Statement Regarding Academic Integrity:**

When students come to Villanova, they join an academic community founded on the search for knowledge in an atmosphere of cooperation and trust. Students must be honest and forthright in their academic studies.

To falsify the results of one's research, to steal the words or ideas of another, to cheat on an assignment, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance. Please familiarize yourself with the Code of Academic Integrity: [www1.villanova.edu/villanova/provost/resources/student/policies/integrity.html](http://www1.villanova.edu/villanova/provost/resources/student/policies/integrity.html)

Students are encouraged to visit the **Academic Integrity Gateway**, complete the interactive quiz, and use the web site as a resource: [library.villanova.edu/help/academicintegrity/](http://library.villanova.edu/help/academicintegrity/)

- **The Center for Speaking and Presentation** – Falvey Library, Old Falvey 301  
[www1.villanova.edu/villanova/provost/tutoringservices.html](http://www1.villanova.edu/villanova/provost/tutoringservices.html)

*Provided by Juliana Studer, Assistant Director, Tutoring Services*

### **Sample Syllabus Statement:**

Villanova's Center for Speaking and Presentation provides expert guidance on topics including organizing presentation material, performing as a cohesive group, voice modulation, vocal interruptions, speaking anxiety and more! Walk-ins welcome, or book in advance online: [villanova.mywconline.com](http://villanova.mywconline.com), register for an account and select "Center for Speaking and Presentation". White boxes represent available sessions. Click any white box to book! For information, contact [juliana.studer@villanova.edu](mailto:juliana.studer@villanova.edu) or call 610-519-5862.

- **Affordable Materials Project (AMP)**  
<https://library.villanova.edu/amp/students.html>

*Provided by the AMP Committee*

### **Sample Syllabus Statement regarding Affordable Materials Project (AMP):**

Villanova University is committed to providing affordable options for students to obtain textbooks and course materials. Here are some tips on how to save money:

1. **Search Falvey Library Collection and course reserves** to see if your books are available.  
<https://library.villanova.edu/Find/>
2. **Borrow from other libraries via E-ZBorrow**  
<https://library.villanova.edu/Find/EZBorrow/Login>
3. **Find deals at the bookstore including rental and price matching programs** [www.villanovabookstore.com](http://www.villanovabookstore.com)

For more tips and information on how to access the options above, please visit Villanova's Affordable Materials Program (AMP) website (<https://library.villanova.edu/amp/students.html>) or search for "AMP," VU homepage.



- **Falvey Memorial Library:** [library.villanova.edu/](http://library.villanova.edu/)  
*Provided by Jutta Seibert, Director of Research Services and Scholarly Engagement*

The Library's website serves as the portal to online and on-campus services and resources. These include [subject librarians](#) for all disciplines, [print and e-books](#), [scholarly journals](#), [research databases](#), digital collections, [subject-specific research guides](#), and interlibrary loans. Librarians provide one-on-one research assistance to the entire Villanova community. Our team of experienced subject specialists can provide guidance at any stage of the research process for papers, projects, theses, and articles. From finding information source such as articles, books, and other data, to simplifying the writing and citation process, as well as general assistance using library resources. For complex topics we recommend scheduling a research appointment with one of our subject specialists for an in-depth consultation.

We suggest you add the contact information of the appropriate subject librarian to your syllabus. Also, you are welcome to schedule research workshops for your classes.

**Sample Syllabus Statement for Library Resources:**

The Library's [website](#) serves as the portal to online and on-campus [services](#) and resources. Students are encouraged to contact the Library's [subject librarians](#) directly via email or phone for research assistance or to book a research consultation. Librarians provide assistance in-person by request at the front desk of the Library, by email at [ref@villanova.edu](mailto:ref@villanova.edu), by phone at 610-519-4270, and via our chat program, *Ask Us: Live Chat*, which can be reached from the Library's website. Librarians are available Monday to Friday from 9 a.m. to 5 p.m.

- **The Learners' Studio** – Learning Commons, Falvey Library, Old Falvey 301  
[www1.villanova.edu/villanova/provost/tutoringservices.html](http://www1.villanova.edu/villanova/provost/tutoringservices.html)  
*Provided by Juliana Studer, Assistant Director, Tutoring Services*

**Sample Syllabus Statement:**

Villanova's Learners' Studio provides free 1:1 and small group content tutoring for on campus courses. From quick homework clarification questions to prep for final exams, they can help! Pop in as-needed or book a regular weekly session to supercharge your academic success. Walk-ins welcome, or book in advance online: Visit [villanova.mywconline.com](http://villanova.mywconline.com), register for an account and select "Learners' Studio". Use the "limit to" menu to locate your course by code (e.g., PHY 2400) to find available tutors. White boxes represent available sessions. Click any white box to book! For information, contact [juliana.studer@villanova.edu](mailto:juliana.studer@villanova.edu) or call 610-519-5862.

- **Learning Support Services (LSS)** – Learning Commons, Falvey Library, Suite 212  
[www1.villanova.edu/villanova/provost/learningsupport.html](http://www1.villanova.edu/villanova/provost/learningsupport.html)  
*Provided by Nancy Mott, Ed.D., Director*

The best way to encourage students to discuss disability-related accommodations with you is to include a statement in your course syllabus. Because each disability may require a different approach in providing appropriate academic accommodations the following is a suggested statement that you could reinforce with an announcement at the start of the semester.

**Sample Syllabus Statement Regarding Students with Disabilities:**

It is the policy of Villanova to make reasonable academic accommodations for qualified individuals with disabilities. Go to the Learning Support Services website ( [learningsupportservices.villanova.edu](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](mailto:stephen.mcwilliams@villanova.edu). Registration is needed in order to receive accommodations.

Learning Support Services (LSS) provides academic support services and workshops for undergraduate, graduate, and continuing education students at Villanova. Workshops and one-on-one sessions are available in university-relevant skills such as time management, study strategies, academic reading, learning styles, test taking, and test anxiety. Students of all abilities, including successful students who want to enhance their academic skills and students who are struggling, are welcome to use these services. These services are free of charge and open to all registered Villanova students.

- **Office of Disability Services (ODS)** – Second Floor, Connelly Center  
[www1.villanova.edu/villanova/studentlife/disabilityservices.html](http://www1.villanova.edu/villanova/studentlife/disabilityservices.html)  
*Provided by Stephen McWilliams, Director*

**Sample Syllabus Statement Regarding Students with Physical Disabilities:**

The Office of Disability Services (ODS) is the primary office at Villanova University with specialized knowledge and experience in physical disability issues. If you are student living with a disability and you need accommodations for that disability, please register with the ODS. The office is located in the Connelly Center 2<sup>nd</sup> floor. Upon registration and receipt of proper documentation, the office will facilitate the necessary accommodations.

- **Mathematics Learning Resource Center (MLRC)** – Learning Commons, Falvey Library, Suite 204  
[www1.villanova.edu/villanova/provost/mlrc.html](http://www1.villanova.edu/villanova/provost/mlrc.html)  
*Provided by Melissa Ferreira, Director*

The purpose of the MLRC is to provide Villanova students with a place to go and be in a mathematical environment. This environment will enable them to work together on group projects, study independently and get help with their freshman and sophomore level math courses. Students are encouraged to use the MLRC regularly as part of their study process.

**Sample Syllabus Statement:**

The Math Learning Resource Center (MLRC) offers tutoring support for freshman and sophomore level math courses and space to study together on group projects. If you need a refresher on high school level math topics, our staff of Villanova student tutors is here to lend a helping hand. While our most popular service is our free math tutoring, we also offer a math computer lab with math programs, as well as an on-site library to help you study independently and at your own pace.

- **Office of Veterans and Military Service Members** – Kennedy Hall, Room 205  
[www1.villanova.edu/villanova/enroll/veterans-military.html](http://www1.villanova.edu/villanova/enroll/veterans-military.html)  
*Provided by Michael Brown, Director*

Villanova University is dedicated to assisting veterans and their dependents as they reach personal, professional and academic goals. We are committed to guiding each individual from admissions to graduation, and beyond. Intentionality informs everything our office does, meaning that we are focused on assisting those it serves to become the next generation of leaders and problem-solvers given the community's unique passion for service and excellence.

- **Technology Support Services for Students** – UNIT, Tech Zone, Falvey Library, Main Floor  
[www1.villanova.edu/villanova/unit/studentservices/TechZone.html](http://www1.villanova.edu/villanova/unit/studentservices/TechZone.html)

UNIT provides technology services and solutions as it relates to supporting the technology portfolio of Villanova students.

**Sample Syllabus Statement:**

UNIT's Tech Zone offers a variety of services to Villanova students. For service details, please go to: [www1.villanova.edu/villanova/unit/studentservices/TechZone.html](http://www1.villanova.edu/villanova/unit/studentservices/TechZone.html) or contact [support@villanova.edu](mailto:support@villanova.edu)

- **University Counseling Center** – Health Services Building, Room 206  
[www1.villanova.edu/villanova/studentlife/counselingcenter.html](http://www1.villanova.edu/villanova/studentlife/counselingcenter.html)  
*Provided by Joan G. Whitney, Ph.D., Psychologist, Associate Vice President and Executive Director*

The University Counseling Center provides professional counseling to help students function optimally with regard to emotional, academic, social and psychological issues. National surveys reveal that 30% of college students report having felt “so depressed it was difficult to function” at some time during the past year. 20% of college students reported that overwhelming anxiety negatively affected academic performance. 20% of college students have, at some time in their life, seriously considered suicide, and 4.6% have considered suicide during the past year.

**Sample Syllabus Statement:**

At times, personal problems, stress, or life circumstances can interfere with your academic functioning. Villanova's Counseling Center provides a variety of services to support you in your academic work and help you be successful. We encourage you to seek counseling to discuss normal, expected, developmental issues, such as loneliness, relationships, family concerns, decisions, sadness, anxiety, and confusion. We know that many students struggle with more challenging conditions that get in the way of health, happiness and academics. ALL of these conditions are treatable. We strongly encourage you to give counseling a try. There is no risk, as all counseling services are free, and all contacts are confidential.

Appointments can be made by phone at 610-519-4050 or in person at 206 Health Services Building. For more information, visit <http://www1.villanova.edu/villanova/studentlife/counselingcenter.html>

- **Villanova Writing Center** – Learning Commons, Falvey Library, Suite 210  
<http://www1.villanova.edu/villanova/provost/writingcenter.html>  
Provided by Mary Beth Simmons, M.F.A., Director

The Villanova Writing Center provides a comfortable atmosphere for students' one-to-one session with a qualified tutor. Students may bring their paper, assignment, and an open mind and the tutors will do their best to help students improve their writing. Writing consultations are 50-minutes in length.

**Sample Syllabus Statement:**

You may come to the Writing Center at any point in your writing process. Bring an outline, rough draft, an assignment, or just your ideas. We will work with you from where you are, individually, at your own pace. We look forward to working with you! To make an appointment, either call 610.519.4604 or stop by 210 Falvey Library.

VITAL, 106 Vasey Hall  
[www1.villanova.edu/villanova/provost/vital.html](http://www1.villanova.edu/villanova/provost/vital.html)

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