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 (required)
  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. Familiarize yourself with the Code of Academic Integrity: [https://www1.villanova.edu/villanova/provost/resources/student/policies/integrity/code.html](https://www1.villanova.edu/villanova/provost/resources/student/policies/integrity/code.html)
  Students are encouraged to visit the Academic Integrity Gateway, complete the interactive academic integrity quiz, use the web site as a resource: [https://library.villanova.edu/research/subject-guides/academicintegrity](https://library.villanova.edu/research/subject-guides/academicintegrity)

  For suggested statements regarding A.I. and academic integrity consult the following resources:
  (1) Guidance on A.I. generators, including sample syllabus statements; and (2) Guidelines for students regarding responsible academic use of A.I. - generated material.

- **The Center for Speaking and Presentation** – Falvey Library, Old Falvey 301
  www1.villanova.edu/university/academic-enterprise/student-support/speaking-presentation.html
  Provided by Juliana Studer, Associate 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, 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 or call 610-519-5862.

- **Falvey 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 loan services. Qualified and experienced subject specialists provide guidance at all stages of the research process for papers, projects, theses, and articles: from finding information sources such as articles, books, and data, to simplifying the writing and citation process, and providing general assistance in the use of library resources. The Digital Scholarship Lab provides equipment and software as well as expertise for a wide range of digital projects ranging from text analysis to data visualizations. A dedicated librarian supports publication projects such as dissertations, theses, and scholarly journal articles.
  We recommend scheduling an initial consultation with one of our specialists for complex topics and projects.

  Encourage students to reach out to a librarian by adding their contact information to your syllabus. Please contact your subject librarian to schedule research workshops for your courses.
Sample Syllabus Statement:
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 via email, chat, or phone for research assistance or to schedule a research consultation. Librarians are available Monday to Friday from 9 a.m. to 5 p.m. for in-person and virtual consultations. The website offers an array of self-help options such as "how-to" guides and subject-specific research guides. It also includes contact information and office locations for all subject librarians and access points for chat services.

Qualified and experienced subject specialists provide guidance at all stages of the research process for papers, projects, theses, and articles: from finding information sources such as articles, books, and data, to simplifying the writing and citation process, and providing general assistance in the use of library resources. The Digital Scholarship Lab provides equipment and software as well as expertise for a wide range of digital projects ranging from text analysis to data visualizations. A dedicated librarian supports publication projects such as dissertations, theses, and scholarly journal articles. We recommend scheduling an initial consultation with one of our specialists for complex topics and projects.

- The Learners’ Studio – Learning Commons, Falvey Library, Check in at Falvey 204
  www1.villanova.edu/villanova/provost/tutingservices.html
  Provided by Juliana Studer, Associate Director, Tutoring Services

Sample Syllabus Statement:
The Learners’ Studio (TLS) provides free 1:1 tutoring for undergraduate courses in over 200 subjects including Biology, Chemistry, Computer Science, Engineering, Physics, Mendel Science Experience, Nursing, and Romance Languages. From quick homework clarification questions to prep for final exams and anything in between, we can help! Pop in as needed or book a regular weekly session to supercharge your academic success. In-person and online sessions are available.

Visit villanova.mywconline.com and log in using your Single Sign-On credentials. Register for an account and select “The Learners’ Studio & Math Center FA24”. Use the “course code” drop-down menu at the center of the page to locate your course by code (e.g., CSC 1051). This feature will sort the schedule and show you all tutors approved to cover your course. White boxes represent available sessions. Click any white box to book! Don’t see your class listed? Request a tutor for a missing subject at: tutorrequest@villanova.edu For information, contact tutoring-coordinator@villanova.edu or call 610-519-5862.

- Office for Access & Disability Services (ADS) and Learning Support Services (LSS)
  ADS: Second Floor, Connelly Center
  www1.villanova.edu/university/student-life/ods.html
  LSS: Learning Commons, Falvey Library, Suite 212
  www1.villanova.edu/villanova/provost/learningsupport.html
  Provided by Gregory Hannah, Director, ADS and Nicole Subik, M.S. Ed., Director, LSS

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. All students who need accommodations should go to Clockwork for Students via myNOVA to complete the Online Intake or to send accommodation letters to professors. Go to the LSS website - http://learningsupportservices.villanova.edu or the ADS website - www1.villanova.edu/university/student-life/ods.html for registration guidelines and instructions. If you have any questions please contact LSS at learning.support.services@villanova.edu or 610-519-5176, or ADS at ods@villanova.edu or 610-519-3209.
Learning Support Services (LSS) provides academic coaching for undergraduate, graduate, and continuing education students. One-on-one sessions are available in university-relevant skills such as time management, study strategies, academic reading, 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. There is no extra charge for these services, and they are open to all Villanova students.

- **The Math Center in the Learners’ Studio** – Learning Commons, Falvey Library, Suite 204  
  [www1.villanova.edu/university/academic-enterprise/student-support/math-center.html](http://www1.villanova.edu/university/academic-enterprise/student-support/math-center.html)  
  *Provided by Juliana Studer, Associate Director, Tutoring Services*

  The purpose of the Math Center 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 Math Center regularly as part of their study process.

  **Sample Syllabus Statement:**
  The Math Center in the Learners’ Studio offers free tutoring by appointment or drop-in for undergraduate math and statistics courses as well as some graduate level courses. Student tutors are here to lend a helping hand from quick homework clarification questions to preparation for final exams and anything in between. If you need a refresher on high school level math topics, the student tutors can help with that as well. Drop by Falvey 204, or book in advance on our scheduling page: villanova.mywconline.com. For information, contact tutoring-coordinator@villanova.edu or call 610-519-6572.

- **Office of Veterans and Military Service Members** – Vasey Hall, Ground Level  
  [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. The office is located in the Prince Family Veterans Resource Center, on the ground level of Vasey Hall.

- **Technology Support Services for Students** – UNIT  
  Tech Zone @ Falvey Library, Tech Zone @ The Commons Dobbin Hall, Tech Zone @ School of Law  
  [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

- **University Counseling Center** – Health Services Building, Room 206  
  [www1.villanova.edu/university/health-services/counseling-center.html](http://www1.villanova.edu/university/health-services/counseling-center.html)  
  *Provided by Nathalie Edmond, Psy.D., Director*

  The University Counseling Center provides professional counseling to help students function optimally regarding emotional, academic, social and psychological issues.
**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. In addition to calling our Center’s phone number, students can fill out an online form requesting an appointment. Students can submit the form to receive a callback by the next workday to schedule a convenient appointment.

For more information, visit [http://villanova.edu/counselingcenter](http://villanova.edu/counselingcenter)

**24/7 Counseling: UWill Mental Health Platform for Villanova Students**
Villanova has partnered with UWill, a leading mental health platform for universities, as an extension of University Counseling Center services available to Villanova students. 24/7 Counseling is free teletherapy counseling. This is a secure and convenient path to clinical services with the advantages that 1) counseling services are offered beyond the usual Counseling Center Hours, including evenings and weekends and 2) appointments are available more quickly than they are at the Counseling Center. Access is quick and easy. First you must register (hyperlink = [https://app.uwill.com/](https://app.uwill.com/) and use your Villanova email. You will receive a link on your email, and you will choose your counselor.

**24/7/365 Crisis Counseling:** AT ANY TIME, whether you are on or off campus, crisis help is available 24/7/365 including during school break. You may reach out by phone to UWill 24/7/365 Crisis Line at 833-646-1526

- Villanova Writing Center – Learning Commons, Falvey Library, Suite 210
  [www1.villanova.edu/villanova/provost/writingcenter.html](http://www1.villanova.edu/villanova/provost/writingcenter.html)
  Provided by Mary Beth Simmons, M.F.A., Senior 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, stop by 210 Falvey Library, or sign up electronically on WCONline (found on the Writing Center website).

Compiled by VITAL, 106 Vasey Hall, vital.villanova.edu
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