LSU Syllabus Template

Last updated March 2024

# Course Title

**Course Number and Section**

**Semester, Year**

**Instructor**

# Contact Information

Include email, office location, and virtual meeting url if applicable.

# Office Hours

**Course Description**Insert description from the LSU catalog, along with any additional description.

**Course Objectives**Describe the student learning objectives for the course.

**Modality**

Indicate the modality: web-based, face-to-face, LSU Online, hybrid; synchronous or asynchronous.

**Required Materials**

List all materials, including books or equipment, required for the course.

**Grading Scale & Policies**Outline the grading scale including plus/minus grades, the anticipated timelines for returning graded coursework, and any other grading policy. [Examples of grading scales: points system rounding, decimal points (if a percentage based grading system is used, a statement of rounding must be included)]

**Description of Graded Activities**

Describe the activity and the method that will be used to assign a grade.

**7 week or 15 Week Course Outline**

Outline topics, readings, and assignments.

**Course Communication Policy**

Include statement about how communication between the instructor and students will be managed.

**Class Attendance**

The syllabus must specify how accommodations will be handled for excused absence, and include a [link to PS-22 Student Absence from Class](https://www.lsu.edu/policies/ps/ps_22.pdf). Note that attendance can be part of graded activities (above); if so, how attendance will be graded should be stated.

# Integrative Learning Core (if applicable)

Integrated learning allows students to make simple connections among ideas and experiences and across disciplines and perspectives. The LSU integrative learning core (ILC) curriculum is designed to develop student abilities to transfer their learning to new situations and demonstrate a sense of self as a learner. A fundamental goal of the ILC is to foster students' practical and intellectual capacities associated with integrative learning in preparation for high competence and functionality in their post- baccalaureate careers. This course fulfills the BoR area of and provides students experience with the ILC proficiency of .

# Communication-Intensive (C-I) (if applicable)

This is a certified Communication-Intensive (C-I) course which meets all of the requirements set forth by LSU’s Communication across the Curriculum program, including:

* instruction and assignments emphasizing informal and formal [mode 1] and [mode 2];
* teaching of discipline-specific communication techniques;
* use of feedback loops for learning;
* 40% of the course grade rooted in communication-based work; and
* practice of ethical and professional work standards.

Students interested in pursuing the LSU Communicator Certificate and/or the LSU Distinguished Communicator Medal may use this C-I course for credit. And don't forget to check out the CxC Studio resources for additional support with all your communication projects in this class and beyond! For more information, visit <http://cxc.lsu.edu/>.

# Service-Learning (if applicable)

# Statement clearly identifying the class as service-learning. Provide link to [www.LSU.edu/ccell](http://www.LSU.edu/ccell) for more info.

# Explanation of the types of s-l experiences used to meet course objectives

# How students will make contact with the community partners and estimated number of hours that students will serve in the community

# Description of the reflection component used to connect the service experience and course goals

# Explanation of or [link to LSU student trip insurance policy](https://www.lsu.edu/academicaffairs/ccell/faculty_resources/trip_insurance.php).

# Expectations

LSU’s general policy states that for each credit hour, you (the student) should plan to spend at least two hours working on course related activities outside of class. Since this course is for three credit hours, you should expect to spend a minimum of six hours outside of class each week working on assignments for this course. [Visit the LSU catalog](https://catalog.lsu.edu/content.php?catoid=12&navoid=822) for more information regarding general information for courses.

**LSU Code of Student Conduct**

The LSU Code of Student Conduct explains student rights, excused absences, and what is expected of student behavior. Students are expected to understand this code as described [here](https://lsu.edu/saa/students/codeofconduct.php). Any violations of the LSU Student Code will be duly reported to the Dean of Students.

**Disability Services**

Each course syllabus should contain a statement reflecting compliance with The Americans with Disabilities Act and the Rehabilitation Act of 1973, as amended, Section 504. [This link](https://lsu.edu/disability/faculty-staff/sample-syllabus-statement.php) contains 4 example statements.

# The following statements are recommended but not required:

**Academic Success**

The primary ingredients of your academic success are attending class, managing your time efficiently, taking good notes, and developing good critical thinking and communication abilities. LSU has a number of excellent resources that will assist you in developing these skills. The place to begin is the [Center for Academic Success](https://lsu.edu/cas/) (CAS). The CAS offers guidance on what learning strategies are best suited to your talents, tutoring in the basic subjects, and workshops on a variety of topics, from note taking to time management. [Communication across the Curriculum](http://cxc.lsu.edu/) assist students in developing the communication skills necessary for academic and professional success. Finally, with respect to professional success, the [LSU Olinde Career Center](https://www.lsu.edu/career/index.php) can assist you in choosing a major and a profession that best suits your talents and passions and help you develop a four year career plan to ensure success when you graduate from LSU.

# Diversity, Equity & Inclusion Statement

We believe diversity, equity, and inclusion enrich the educational experience of our students, faculty, and staff, and are necessary to prepare all people to thrive personally and professionally in a global society. Therefore, LSU is firmly committed to an environment that affords respect to all members of our community. We will work to eliminate barriers that any members of our community experience.

To make LSU a place where that can happen, we must recognize and reflect on the inglorious aspects of our history. We now acknowledge the need to confront the ways racism, sexism, ableism, ageism, classism, LGBTQ+ phobia, intolerance based on religion or on national origin, and all forms of bias and exploitation have shaped our everyday lives.

We accept personal and professional responsibility to eliminate bias and oppression wherever they are found. We understand our obligation to speak up when we see bias whether it be in our teaching, study, or daily work. Our community will educate themselves proactively and continuously about how to intervene and bring bias to the attention of others with commitment and compassion.

We will hold ourselves accountable for our actions and inactions, and for maintaining intentional, measurable, and meaningful efforts to enhance diversity, equity, and inclusion, including through ongoing evaluation of our policies, practices, and procedures.

**Nondiscrimination, Sexual Harassment, & Title IX**

LSU provides equal opportunity for all qualified persons in admission to, participation in, or employment in the programs and activities which the university operates without regard to race, creed, color, marital status, sexual orientation, gender identity, gender expression, religion, sex, national origin, age, mental or physical disability, or veteran’s status. LSU has implemented a procedure to address complaints for those who believe they have been subjected to discrimination and/or harassment in violation of this policy. Please know that your instructors are here to support you and listen to your experience. We also want you to know that we are mandatory reporters and must report what we know to the Office of Civil Rights and Title IX. All LSU employees, with few exceptions, are required to report instances of sex- or gender-based harassment and discrimination, including sexual misconduct and power-based violence (e.g., sexual assault, stalking, dating violence, domestic violence, sexual exploitation, retaliation, etc.) for which they may not be the victim, but of which they are aware. The Office of Civil Rights & Title IX is the LSU office responsible for investigating complaints regarding any type of discrimination, sexual harassment, or power-based violence. The Office of Civil Rights & Title IX is located in 118 Himes Hall and the phone number is (225) 578-9000. If you are aware of an individual who has been victimized, you are encouraged to contact the Office of Civil Rights & Title IX or file an online report by visiting [LSU’s Domestic & Sexual Violence Support and Reporting](http://www.lsu.edu/support) website and clicking the [Report an Incident](https://lsu.edu/support/reporting/index.php) box. If you have been assaulted, harassed, or a victim of violence, we encourage you to contact the Office of Civil Rights & Title IX. Please reach out for help immediately. Some excellent resources available to Baton Rouge residents include:

* STAR (Sexual Trauma Awareness and Response; 24/7 hotline: (855) 435-STAR (7827)
* IRIS Domestic Violence Center; 24/7 hotline: (800) 541-9706
* The Lighthouse Program; (225) 578-5718
* VIA LINK; (800) 273-TALK (8255) [national line but answered from New Orleans]

National resources include:

* RAINN (Rape, Abuse & Incest National Network); 24/7 hotline: (800) 656-4673
* National Sexual Violence Resource Center

For additional information, visit www.lsu.edu/civil-rights the [Office of Civil Rights & Title IX](https://lsu.edu/civil-rights/) and review [PM-73](https://lsu.edu/administration/policies/pmfiles/pm-73.pdf) (Prohibiting Power-based Violence, including Sex- and Gender-based Harassment and Discrimination, and Sexual Misconduct).