Syllabus Guidelines and Classroom Responsibilities
Academic Year 2018-19

Guidelines
Students must receive their course syllabus at the first class meeting or on the first day of an online course. Any additional handouts specifying work requirements (outlines for papers, structures for projects) distributed later should be submitted for attachment to the syllabus kept on file.

Traditional Course Syllabus
Instructors are required to submit to their Dean one electronic copy of the course syllabus for every course they teach each term and in the Summer Session, and, as well, to place selected syllabus information under the corresponding items of their Canvas’ Start Here topic, as well uploading the entire syllabus (saved as a PDF) to the Syllabus page of Canvas’ course navigation menu, for each course they teach. Since the course syllabus is an important guideline for students, and, as it both introduces students to the instructor’s objectives and academic standards and provides an overview of a term’s work, considerable care should be taken in its preparation. The more specific the syllabus is in outlining goals and expectations, the more prepared students will be to meet instructional demands. It should be remembered that some courts have viewed a syllabus as a legally binding document. Minimal guidelines for the preparation of course syllabi and a list of required components are included below:

Required Components of a Course Syllabus (in no specific order):

1. **Course Title and Number:** Same as catalog.
2. **Instructor, Office Hours, and Location:** Provide essential contact information.
3. **Term:** Identity the term (Fall, Spring, etc.) and year.
4. **Course Description:** Use catalog description.
5. **Course Objectives:** Describe the objectives of your course – be specific: what skills should students acquire; what knowledge should they gain; what are the entrance/exit competencies? (Never use “will learn” as language for objectives.)
6. **Required Text(s):** Title, author, and ISBN if known.
7. **Supplemental Materials:** If needed or recommended.
8. **Course Outline:** In a tentative schedule, indicate what will be covered each week of the term, including reading assignments, tests, written assignments, projects, etc.
9. **Attendance and Absence Policy:** Individual faculty members set their own absence policy. State your absence policy in the syllabus. There may be a distinction made between excused and unexcused absences. Include a statement on your syllabus stating that, “In the case of an injury or prolonged illness causing absence in more than three consecutive class meetings, it will be the student’s responsibility to contact the Dean of Students and provide documentation for this nonattendance. In such a situation the Dean of Students will notify the appropriate instructors, informing them of the absences...
and that the appropriate documentation has been provided by the student.” The University has adopted a mandatory policy for reporting class attendance requiring each faculty member to submit attendance reports via the Gradebook and Attendance app.

10. **Course Requirements:** A brief outline of all course requirements should be included on the syllabus, the specifics of which can be further explained later during the term. If appropriate to the course, indicate whether or not the final examination will be cumulative. Include a statement defining your policy with regard to late assignments and make-up tests/exams. Clearly state when, where, and under what conditions late assignments and/or make-up tests/exams are allowed. It is the responsibility of the individual faculty member to ensure that all tests are properly and fairly administered and secured.

11. **Grading Scale:** Clearly state the standards required, in numerical terms, to achieve final course grades. Include weights (percentages of final grade) for each test, exam, assignment, or paper, etc. State the following University grading system: A = 93-100, A- = 90-92, B+ = 87-89, B = 83-86, B- = 80-82, C+ = 77-79, C = 73-76, C- = 70-72, D+ = 67-69, D = 60-66, F = 0-59.

12. **ADA Statement:**

Lynn University makes reasonable accommodations for qualified students with documented disabilities under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. If special accommodations are needed, please contact the Academic ADA Specialist, Dr. Catherine Wharton at 561-237-7105 or CWharton@lynn.edu to assist in documenting and defining those needs. Accommodations are not retroactive therefore, to receive any accommodation(s) the instructor must be presented with the formal form specifying the needs each semester. The Academic ADA Specialist is located in the Green Center.

13. **Changes or Modifications:** Include a statement indicating that the instructor reserves the right to change or modify the syllabus when necessary to meet course objectives.

14. **Academic Honesty Policy:** Include a statement indicating that the University has an Academic Honesty Policy. Refer to the student to the current Academic Catalog for a complete explanation of this policy and possible penalties.

15. **Observance of Religious Holidays:** include this statement in your syllabus: “Lynn University respects the rights of all individuals to observe customarily recognized religious holidays throughout the academic year. If a student intends to be absent from any classes as a result of any such observance, the student should notify his/her professors in writing prior to the specific holiday.”

16. **College Mission Statement:** List Course Outcomes with linkages to the specific Goals and Student Learning Outcomes of the college’s appropriate degree program(s).
17. **Learning Management Systems**: Include a statement indicating how any learning management systems (Canvas, iTunes U, Gradebook, etc.) will be used in the course, e.g., that they will be used to communicate with the students listing which course materials will be posted there (syllabus, assignments, review sheets, etc.). Also state the manner in which grades will be posted and made available to students online.

18. **Title IX Statement**:
   Sexual and or gender-based misconduct (including sexual harassment, sexual assault, domestic violence, dating violence, and stalking) and discrimination are prohibited by University policy. Individuals experiencing or affected by such behavior may obtain confidential support from the Counseling Center (561-237-7273), Health Center (561-237-7231), and from the Confidential Student Advocate (561-237-7955). To report sexual or gender-based misconduct, contact the Title IX Coordinator (561-237-7727) or Campus Safety (561-237-7226). Disclosure to University faculty or staff of sexual misconduct, domestic violence, dating violence, stalking, or sex discrimination must be shared with the Title IX Coordinator who will provide the affected student with information regarding rights and assistance. The Title IX Coordinator will consider any requests for confidentiality. For more information, see my.lynn.edu/Titleix

19. **Research Help from the Library**:
   The Lynn Library is here to help you find, evaluate and use the best sources in your research.

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21. **Lynn Library Website**
22. **Databases A-Z**
23. **FAQs**
24. **APA Style Help**
25. **Ask us Anything!**
26. library@lynn.edu
27. 561-237-7254
28. Chat with a librarian on the [Lynn Library Website](#)