

## **B. SYLLABUS/OFFICE HOURS**

Faculty members must make available a syllabus to each of their students, preferably on the first meeting day but no later than the end of the add/drop period. The syllabus states the expectations of the course. An electronic copy of each syllabus, identical to the copy provided to the students, must be filed by faculty members with their department chair by the end of the add/drop period.

A syllabus must contain the following information:

Course discipline and number

Course title

Semester offered

Instructor's name

Instructor's office location

Instructor's office telephone

Instructor's email address

Instructor's office hours (See below)

Course catalog description including course credits

Textbook (and any other items to be provided by the students)

Civita Core Curriculum Student Learning Outcomes (if applicable)

Course Student Learning Outcomes<sup>1</sup> (mandatory outcomes for all sections of this course as determined by the appropriate department)

Section Student Learning Outcomes (additional outcomes for this section if applicable)

Class schedule (Must include at least a weekly listing of substantive topics, with dates.)

Course Structure and Student Expectations demonstrating compliance with Standards for Academic Credit (see section II-K Standards for Academic Credit)

Course requirements (due dates and descriptions for tests, term papers, etc. as well as their connections with course outcomes when appropriate)

Grading policy (including complete grading scale and weighted proportions; see section [II-C](#) Grading and [II-E](#) Final Examinations)

Attendance policy (See section [II-F](#) Class Attendance)

Honor Code statement

Link to Academic Affairs Syllabus page that contains information common to all university courses (including Disability, Title IX, Mental Health Services as approved by Faculty Senate and posted on <http://www.longwood.edu/academicaffairs/syllabus-statements/>)

Optional Items may include but are not limited to cellphone or other electronic device policy, policy on late work, etc.

<sup>1</sup>These should be written so as to identify sections of the same courses and distinguish them from other courses.