

SYLLABUS ELEMENTS

The Courses and Curricula Committee recommends the following elements to be listed in each syllabus. The below elements are being shared to help ILC course proposers ensure their syllabi are in compliance. At a minimum the sample syllabus must include the required ILC components; they are marked with ‘*required’.

1. The course title, rubric and course number, description as it will appear in the catalog.
2. Faculty contact information including the physical location of the office, phone number, and email address.
3. A listing of office hours.
4. Grading Scheme:
 - A listing of the point values that will be assigned to all course activities from which the grade will be determined.
 - A list that shows how the total points earned in the course will be mapped into the LSU plus/minus grade scheme.
 - A description of all course activities from which the student grades will be determined; clearly showing how 20% of the course content and 20% of the course grade are aligned to the primary proficiency (*required).
 - For projects, reports, field trips, and participation activities, specify all activities students will be expected to perform and how the grade will be determined.
 - Attendance grades must specify how the grade will be calculated and what accommodations will be given for excused absences.
 - A description of how accommodations for excused absences will be handled. *Please refer to [PS-22](#).*
5. Title of text, laboratory manual, or other course materials, including a list of principal reference readings.
6. A 15 week outline of course subject matter including the approximate exam schedule and deadlines for the submission of student work.
7. A statement and reference link to the [student code of conduct](#).
8. A statement and reference link to the faculty expectations of student effort as specified in the LSU credit hour definition. *Please refer to [PS-45](#).*
9. A statement and reference link regarding [accommodations for disabilities](#). *Please refer to [PS-26](#).*
10. Include the following statement: (*required).

Integrative 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 _____.

11. A statement about [CxC](#), if applicable.
12. A statement regarding [academic achievement](#) as shown in the example syllabus.