

Lake Forest College Requirements and Recommendations for Syllabi

You are required to prepare a syllabus for every credit-bearing course that you teach (including independent studies, internships, tutorials, senior theses). The Faculty Handbook states: “Every faculty member is required to prepare a syllabus for each course taught and to provide the syllabus to students enrolled in the course on or before the first scheduled class meeting. Syllabi must be made available electronically to students. . . . **A copy of each syllabus is to be submitted to the College Archivist before the end of the add/drop period.**” (Faculty Handbook, II. A. 10. a)

A copy of each syllabus for each semester should be sent as a pdf to syllabi@lakeforest.edu by the end of the Add/Drop period (second week of the semester). You will receive an email reminding you to do so. Please label the document by Department Code and Course Number.

Required Features of Every Syllabus (with suggested language):

- 1. Course number and title.** This should match the information found on the department/program website. Please notify your chair of any discrepancies.
- 2. Course description.** Again, this should match the official description from the department/program website. Inform your chair of any discrepancies.
- 3. Instructor name, office location, contact information, office hours**
- 4. Student learning outcomes**
- 5. Description of instructional time and expectations for out-of-class work within the context of a Lake Forest credit .** Suggested language:

College policy requires that instructors include language describing instructional time and expectations for out-of-class work within the context of a Lake Forest credit. For traditional single credit courses, the following language is recommended:

“This course meets ___ times per week for ___ hours per week. The course carries 1.0 course credit (equivalent to four semester credit hours). Students are expected to devote a minimum of 12 hours of total work per week (in-class time plus out-of-class work) to this course.”

Courses carrying partial credit should note an appropriately reduced proportion of the workload for a full-credit course. Courses with accompanying labs may require proportionately less out-of-class work.

- 6. Course requirements (assignments, quizzes, exams, presentations, etc.).** With regard to required texts or course materials for purchase or rental, please notify the students of the Title, Author, ISBN (where appropriate), course packets, library reserves, etc. and where to obtain these items.

7. Grading policy. This should include all graded elements of the course spelled out in full, including all graded assignments and the weight or percentage of the final course grade for each component; penalties for late or missing work; due dates, including the date of the final exam (see below). Again, this part of the syllabus cannot be too explicit or detailed.

With regard to papers, the Faculty Handbook states the following: “On May 15, 1962, the faculty adopted a resolution ‘strongly recommending that each student be required to write at least two short papers in each course throughout his or her college career, unless the course is not adapted to such a requirement,’ and ‘pointed out that such papers should be evaluated for content *and* form and that revisions should be required’ where appropriate. It is clear that this resolution considers all faculty responsible for encouraging and maintaining good standards of written expression in all areas of the curriculum, and that careful attention to the quality of students' writing is indeed an integral part of faculty teaching loads (II. A. 10. e).”

8. Attendance policy. The Faculty Handbook states: “Each member of the faculty has the prerogative of establishing specific attendance regulations which, **in** the instructor's opinions, are best suited to the course (II. A. 10. c).” It is recommended that each syllabus contain the following points: explicit policy about expectations; number of permitted missed class sessions; penalties for number of absences; mention of “College-approved events” (see the Faculty Handbook, II. A. 10. c); policy on excused absences, including illness and emergency; notification about expected absences. This part of the syllabus cannot be too explicit or detailed.

9. Academic honesty policy. See Faculty Handbook, II. A. 10.g for details. The syllabus should state that the course observes the College policy. Suggested language:

“Academic honesty is expected of all students – and faculty. It is a central norm of academic life. Plagiarism is a serious violation of this norm. The scholarship you produce is the key determinant of my evaluation of you as a student. Therefore, if the words and ideas of others are represented in your work as your own – or if you recycle an earlier piece of your writing without indicating as such – you are committing academic fraud. You should assume that your work is being monitored for all possible plagiarism. Cases of fraud will be penalized, with outcomes ranging from an “F” for the offending assignment to an “F” for the course, and including a hearing before the Academic Honesty Judicial Board and the notification of the Dean of Students. Please refer to this most helpful guide on the College’s home page and educate yourself about plagiarism and how to prevent it. *You are obliged to discuss with me any concerns you have about whether your work conforms to the policy.*

<http://www.lakeforest.edu/academics/resources/writingcenter/plagiarism.php>”

10. Final Exam Schedule. Do you have to give an exam? The Faculty Handbook gives the following guidance: “Faculty will be expected to give a final examination in each course unless the nature of the course dictates otherwise. A faculty member who decides that a final examination will not be appropriate to a particular course should notify the head of the department well in advance of the examination period and give the reasons for the action. If a final term paper is to take the place of a final examination in a course, the students are entitled to have until the end of the scheduled time for the examination to submit their term papers.” (Faculty Handbook, II. A. 10. d). The date and time of the final exam in a given

semester is determined by course slot and is posted on My.lakeforest (Faculty > Course Schedule).

Recommended Features of Every Syllabus (with suggested language):

1. Students with disabilities: Please include a statement regarding services for students with disabilities that makes clear how students can access what they need. For example:

“If you are a student who needs an accommodation because of a disability or medical or psychological condition that limits your ability to fully participate in this course, please contact Kara Fifield, Director of Disability Services, to document your disability with the College and with the professor of this course. Academic accommodations should be reasonable and not alter the fundamental nature of this course. Because it can take a week or more to arrange requested accommodations, you are encouraged to establish your semester accommodations as early in the semester as possible. Contact Kara Fifield by email or phone: kfifield@lakeforest.edu or 847-735-5167. For more information about services for students with disabilities at Lake Forest College, see: <http://www.lakeforest.edu/academics/resources/disability/>”

2. Sexual Misconduct Statement: It is strongly recommended that you include the following language:

“Lake Forest College is committed to providing students with a safe learning environment. College policy prohibits sexual misconduct, including sexual harassment, discrimination, non-consensual sexual intercourse and contact, domestic and dating violence, and stalking. More information regarding the College’s Policy can be found at: <https://www.lakeforest.edu/sexualmisconduct/>

As a faculty member, I am a responsible employee, which means that I am required by College policy and federal law to report incidents of sexual misconduct of which I am informed to the Title IX Coordinator, Joan Slavin (slavin@lakeforest.edu; 847-735-6009). The Title IX Coordinator's job is to ensure that the reporting student receives the resources and support that he or she needs, while also determining whether or what further action is necessary.

If you have been subject to sexual misconduct and wish to seek support without having the incident reported to the Title IX Coordinator, there are Confidential Employees you can talk to on and off campus. They are:

Lake Forest College Counseling Services: off-campus 847-735-5240, on campus x5240 during business hours, or after hours by contacting Public Safety at 847-735 5555 or on campus at x5555

Zacharias Sexual Abuse Center in Gurnee: 847-872-7799

National Domestic Violence Hotline: 800-799-SAFE

Illinois Domestic Violence Help Line: 877-863-6338 (Chicago area)

Please contact the Title IX Coordinator if you have any questions about this information or the College’s Policy and Procedures Regarding Sexual Misconduct.”

Additional Requirements for Certain Syllabi: (Faculty Handbook II. A. 10. a)

1. Syllabi for multiple sections of the same course should demonstrate common student learning outcomes
2. Syllabi for courses taught both as semester-length courses and in a compressed format, such as summer courses, should demonstrate consistent expectations and student learning outcomes across the different formats.
3. Courses offered at several levels, such as undergraduate/graduate courses or 200/400 level courses, must distinguish separate student learning outcomes that are appropriate for each level of the course.
4. Again, all credit-bearing courses must have a syllabus with all of the required information. This includes internships, independent studies, tutorials, senior-theses, and so on.