

ILC COURSE SYLLABUS

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. This is merely a guide and is not required for the sample syllabus evaluated by the ILC Committee. At a minimum the sample syllabus must include a statement declaring that this course is an ILC course in the chosen BOR Area and that, as such, material in the course addresses students' achievement of (list selected proficiency or proficiencies).

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 the assignment(s) used to assess the primary proficiency accounts for 20% of the course content and 20% of the course grade.
 - 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.* https://www.lsu.edu/policies/ps/ps_22.pdf
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. Link to <https://www.lsu.edu/saa/students/codeofconduct.php>.
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.* Link to https://www.lsu.edu/policies/ps/ps_45.pdf
9. A statement and reference link regarding accommodations for disabilities. *Please refer to PS-26.* Link to <https://www.lsu.edu/disability/faculty-staff/sample-syllabus-statement.php>
10. Include a statement declaring that this course is an ILC course in the chosen BOR Area and that, as such, material in the course addresses students' achievement of (list selected proficiency or proficiencies).
11. A statement about CxC, if applicable. Link to <https://www.lsu.edu/academicaffairs/cxc/cisyllabusstmt.php>
12. A statement regarding academic achievement as shown in the example syllabus. Link to <https://www.lsu.edu/cas/about/services/index.php>