

What should your syllabus cover?

- Course name, number, section, days, times, classroom
- Instructor name and contact information
- Course Objectives and Learning Outcomes (should align them with the course objectives in LOCUS and the ones you will identify as essential in your IDEA course and teacher evaluations)
- Identify the course as a core curriculum course if applicable and include those objectives
- This course satisfies the Artistic Knowledge and Experience requirement of the Core Curriculum.
 - **Area learning outcome:** *The study of art fosters a search for truth and a respect for the human person. Artistic expression and knowledge in the core curriculum encourages students to develop critical habits of the mind and ethical standards of behavior in their preparation for life. The core curriculum provides students with the opportunity to engage in the arts, through creative processes as well as through formal study; and to explore non-linear modes of thinking, problem-solving and expression*
- *All Loyola undergraduate students enrolled in an engaged learning course are required to enter their engaged learning site information and learning objectives in LOCUS to substantiate the experience. This information is used for institutional research, documentation, and risk management purposes. If you need assistance completing this entry, please follow the tutorial at: <http://www.luc.edu/experiential/forstudents/locustutorial/>*
- Include goals related to experiential learning if applicable
- Reading assignments and due dates.
- Late-work policy. Is late work accepted? Are points are deducted for late work? If so, how many points are deducted each day? When will late work not be accepted?
- Attendance policy. Is attendance required?
- Policy on academic dishonesty. (CAS reference link <http://www.luc.edu/cas/advising/academicintegritystatement/>)
- Grading policy. How will students' work be evaluated? How much weight does each assignment carry?
- Test, paper and project due dates
- Makeup policy
- Classroom behavior (e.g., texting, cell phone use, laptop use).

- A statement that indicates your syllabus is subject to change and that you will notify students of any changes
- Include date and description of the final exam or final project. Final exams must be given according to the university's [final exam schedule](#).
- Often there is a course outline attached that lists each class date identifying the focus of the day, assignments, tests, projects or readings due.