

Hyperlinks provided where applicable

\* Sample verbiage provided below

SECTION TITLE	REQUIRED CONTENT	OPTIONAL CONTENT
Instructor Information	<ul style="list-style-type: none"> <li>o College name</li> <li>o Instructor name</li> <li>o Office location</li> <li>o Office hours</li> <li>o Instructor email</li> <li>o Phone number</li> </ul>	<ul style="list-style-type: none"> <li>o Building Assistant’s office location and phone number</li> <li>o Links to <a href="#">Canvas</a></li> </ul>
Course Information	<ul style="list-style-type: none"> <li>o Course-section number</li> <li>o Course title</li> <li>o IAI number (if applicable)</li> <li>o Semester, year</li> <li>o Course description</li> <li>o Credit hours</li> <li>o Prerequisites</li> <li>o Classroom location               <ul style="list-style-type: none"> <li>o Campus, building, room</li> </ul> </li> <li>o Meeting times               <ul style="list-style-type: none"> <li>o Dates, times, lab hours (if applicable)</li> </ul> </li> <li>o Course materials               <ul style="list-style-type: none"> <li>o Textbooks and manuals</li> <li>o Access codes</li> <li>o Purchased supplies</li> <li>o Calculators, if applicable</li> <li>o Software programs, if applicable</li> <li>o Links to online resources</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>o Average grade distributions from past semesters</li> <li>o Suggested keys to success (common challenges)</li> <li>o Information about specialized accreditation, certifications, or licensure</li> <li>o Dates of a Mod section</li> </ul>
Course Objectives, Assessment, and Grading Criteria	<ul style="list-style-type: none"> <li>o Course outcomes or learning outcomes</li> <li>o Assessment goals</li> <li>o Grading criteria</li> <li>o Grading scale</li> <li>o Grade weight: Percentages or Points</li> <li>o Assignments: Either exact assignments or types of assignments</li> <li>o Final exam information               <ul style="list-style-type: none"> <li>o Day, date, time of exam</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>o Due dates of assignments</li> <li>o Grading rubrics</li> <li>o Tentative class schedule with/without due dates; may include spring break and other important dates</li> <li>o Expectations of student performance</li> <li>o <a href="#">Board Policy 07.26—Academic Standing</a></li> <li>o “I reserve the right to change schedule” language</li> <li>o <a href="#">Board Policy 06.48—Final Examinations</a></li> </ul>
Instructor Classroom Policies	<ul style="list-style-type: none"> <li>o Attendance policy</li> <li>o Missing a test policy</li> <li>o Late work policy</li> </ul>	<ul style="list-style-type: none"> <li>o <a href="#">Board Policy 07.27—Grade Appeals</a></li> <li>o Cell phone policy</li> <li>o Disruptive behavior policy</li> </ul>
College Policies	<ul style="list-style-type: none"> <li>o Academic Integrity Code, Board Policy 07.08.02 *</li> <li>o Student Code of Conduct, Board Policy 07.28.01*</li> <li>o Student Accommodations*</li> <li>o Responsible Use of Classroom Content, Board Policies 07.28.01 and 11.15*</li> </ul>	<ul style="list-style-type: none"> <li>o <a href="#">Chapter 7 of Board Policy Manual--Students</a></li> <li>o <a href="#">TRIO services</a></li> <li>o Midterm policy</li> <li>o Drop and Withdrawal policies (<a href="#">Board Policy 07.15</a>; <a href="#">Board Policy 07.16</a>)</li> <li>o <a href="#">Illinois Articulation Initiative</a></li> <li>o Dress code (certain disciplines)</li> <li>o Attendance in the Classroom--<a href="#">Board Policy 06.24</a></li> <li>o Health Services, <a href="#">Board Policy 07.43*</a></li> </ul>
Other		<ul style="list-style-type: none"> <li>o Instructor biography</li> <li>o Philosophy of teaching</li> <li>o Run-Hide-Fight Attachment</li> </ul>

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		<ul style="list-style-type: none"> <li>o <a href="#">Safety Breakdown</a> video link</li> <li>o Safe Zone Ally Endorsement</li> <li>o <a href="#">Student Services &amp; Resources link</a></li> <li>o Sexual Harassment and Misconduct statement and link</li> <li>o Diversity Statement and link</li> </ul>
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**\*Sample syllabus statement and hyperlinks re: Academic Integrity and Student Code of Conduct (Please fill in the highlighted blanks)**

At Lake Land College, it is assumed that students will honor the tradition of academic honesty. As such, students have the responsibility to be fully knowledgeable of the [Academic Integrity Code](#), produce their own work, and encourage academic honesty among their fellow students.

Students who engage in academic dishonesty in this course, will **insert the instructor's intended action regarding the student's grade\***, examples: **[receive a grade of zero on the assignment] [receive a reduced letter grade on the assignment] [be assigned a failing grade for the course][fail the assignment or test the first offense and fail the course on the second offense]** and an Academic Integrity Incident report will be submitted to the Vice President for Student Services for further disciplinary action; those disciplinary actions are outlined in the [Student Code of Conduct and Disciplinary Procedures](#).

For a description of what is considered to be academic dishonesty, please review the [Academic Integrity Code](#) available in the online [Student Handbook and Right to Know](#) [www.lakelandcollege.edu/student-handbook](http://www.lakelandcollege.edu/student-handbook). If you have questions regarding the College's policy specifically related to this course, please do not hesitate to ask.

**NOTE TO INSTRUCTORS:** *In accordance with Board Policies 07.28.01 and 07.28.02, an instructor may not withdraw a student from a class based on an academic integrity concern. An instructor must submit an Academic Integrity Report to the VPSS anytime an action is imposed based on an academic integrity concern that impacts a student's grade.*

**\*Sample syllabus statement and hyperlinks re: Student Accommodations**

Lake Land College is committed to providing a quality educational experience to all students. As such, the College provides [accommodations](#) for students who have a documented disability to help them achieve their full potential. For additional information, please contact Student Accommodations within Counseling Services—(217) 234-5259.

**\*Sample syllabus statement re: Safe Zone Endorsement**

**Instructor is a Safe Zone Ally**

Safe Zone was created to address the concerns of the lesbian, gay, bisexual, transgender and ally (LGBTQIA+) community at Lake Land College and the surrounding area, Safe Zone is a way to reach out to these students and welcome them in all areas of the LLC community. Safe Zones are areas on and around campus where supportive people provide information and work toward the elimination of myths, misconceptions, and stereotypes.



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**\*Sample syllabus statement and hyperlinks re: Health Services**

Lake Land College is committed to ensuring the safety of the college community while providing the best possible learning experience for students. Students with health concerns should immediately notify their instructor(s). Students with prolonged illness should contact the college nurse, in accordance with [Board Policy 07.43](#) (Health Services), at 217-234-5276 or [healthservices@lakelandcollege.edu](mailto:healthservices@lakelandcollege.edu).

**\*Sample syllabus statement and hyperlink re: Sexual Harassment and Misconduct (Title IX)**

Lake Land College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation or gender-related identity. Information about addressing sexual harassment and misconduct is found in the Student Handbook at <https://www.lakelandcollege.edu/student-handbook/title-ix/>.

**\*Sample syllabus statement and hyperlink re: Diversity**

Lake Land College is committed to developing and maintaining an environment that embraces and actively supports diversity. We aspire to be an institution where the quality of education is enhanced and enriched by an inclusive campus community. We strive to provide dynamic learning and working environments that encourage multiple perspectives and the free exchange of ideas. Additional information is available at <https://www.lakelandcollege.edu/diversity/>.