COURSE PREFIX-NUMBER, TITLE
[IAI Prefix-Number]
[Enter Term, Year]

Instructor Information

Name:	[May include credentials, link to employee directory, professional web site, etc.]
Office Location:	[Enter information about your campus office with full name of the building, room location. Indicate if you teach remotely or do not have a campus office.]
Office Hours:	[Enter office hours or how to arrange appointments.]
Email:	[Enter electronic mail preferences.]
Phone Number:	[Enter office phone number. You may want to enter department office contact information for students to use in case of an emergency.]

Course Information

Description:	[See course outline or catalog]
Credit Hours:	[Include both lecture and laboratory credits if the course is a lab course]
Pre-Requisite Information:	[See course outline or catalog] Course number, title, IAI number (if available)]
Classroom Location:	[Campus, building room]
Meeting Times:	[Dates, times, lab/clinical hours, if applicable]
Course Materials:	[List textbooks, manuals, access codes, technology, supplies, calculators, links to online resources, and any other materials required or recommended for the student to complete the course requirements.]

Course Objectives, Assessment, and Grading Criteria

Learning Outcomes:	[List the course outcomes or learning outcomes and assessment goals from the course outline.] [*Additional information to consider*: All General Education course syllabi should identify the course as having been approved for General Education and include the General Education category and outcomes. That information should be

[Indicate how students are evaluated, including tests, quizzes, papers, assignments, weight of the assignments, etc. Clearly identify how the course grades are determined.]

Evaluation Procedures	
Evaluation Method	Determination of Grade

Grading Criteria

[Include the grading scale used for the course. If points are earned, be sure the total number of points is correct and all points are accounted for in the grading scale. *See examples below:*]

Ex.	Assignment "A"	50 points	Ex.	A =	> 360 points
	Assignment "B"	50 points		B =	320 to < 360 points
	Mid-Term Exam	100 points		C =	280 to < 320 points
	Final Exam	100 points		D =	240 to < 280 points
	Total Points	400 points		F =	< 240 points

Ex.	Assignment "A"	20% of final grade	Ex.	A =	> 90%
	Assignment "B"	20% of final grade		B =	80 to < 90%
	Mid-Term Exam	20% of final grade		C =	70 to < 80%
	Final Exam	40% of final grade		D =	60 to < 70%
					100%
	F =	< 60%			

Grading Criteria	
Grade Scale	Points or Percentages
A	
B	
C	
D	
F	
Assignments and Exams	Points or Percentages

Total Points or Percentage	

Final Exam Information: [Day, Date, Time of Exam]

Schedule of Topics and Assignments

[Include weekly topical outline or schedule of major assignments and events for both lecture and lab class meetings. Provide separate lecture and lab activities.]

Lecture Topics and Assignments	
Date/Week	Topic & Assignments

(If applicable)

Lab Topics and Assignments	
Date/Week	Topic & Assignments

Assignment/Test Dates
[Indicate the date of each major assignment or exam.]

Due Dates	
Date	Material Due or Examined

Instructor Classroom Policies

Attendance
[Describe policy on attendance.]

Missing a Test
[Describe policy on missing a test.]

Late Work
[Describe policy on late work.]

College Policies

[Required content is included below. Several optional topics are listed at the end of the document. Be clear in your expectations of students. If your course policies are quite detailed, you might give an overview here and create a separate Course Guide to go with your course. Such a guide, as well as your syllabus, could be posted in Canvas for your course. If you have a department or program handbook, you might add the link here, and give an overview of the contents rather than repeat all the policies. You might also consider creating a quiz over this syllabus which would include the policy issues and other important information.]

Academic Integrity and Student Code of Conduct
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*. If you have questions regarding the College's policy specifically related to this course, please do not hesitate to ask.

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 the Counselor/Coordinator of Student Accommodations within Counseling Services—(217) 234-5259, againes@lakelandcollege.edu.

[Additional Optional Content:]

- Building Assistant's office location and phone number

- Canvas link (https://lakeland.instructure.com/login/ldap)
- Dates of a Mod I or Mod II section
- Average grade distributions from past semesters
- Suggested keys to success for the course
- Chapter 7 of Board Policy Manual--Students
- TRiO services
- Midterm policy
- Drop and Withdrawal policies (Board Policy 07.15; Board Policy 07.16)
- Illinois Articulation Initiative
- Dress code (certain disciplines)
- Grading rubrics
- Expectations of student performance
- Board Policy 07.26—Academic Standing
- "I reserve the right to change schedule" language
- Board Policy 06.48—Final Examinations
- Board Policy 07.27—Grade Appeals
- Instructor exceptions to policies
- Cell phone policy
- Disruptive behavior policy
- Instructor biography
- Philosophy of teaching