

Syllabus Template

With Required and Optional Content

Dear Lake Land College Instructor:

A team of experienced Lake Land College faculty members researched best practices and developed the following template and corresponding Syllabus Grid, which are provided here for your convenience. Furthermore, recent recommendations from the Higher Learning Commission indicate that all Lake Land College syllabi must provide consistent information on policies, services, and student expectations.

That required content is included in this main template, and optional content is listed at the end of the document. Each division and/or discipline may have additional requirements, such as accreditation, certification, or licensure information, so check with your Division Chair, Program Coordinator, or Course Lead.

This template is a fully-editable Word document, and fonts herein follow the College’s branding standards. Instructors may modify fonts, layout, etc. based upon personal preference and style. Moreover, required sections may be copied and pasted into other previously-established syllabus documents.

Questions about this template and corresponding grid may be directed to your Division Chair or to:

Emily Ramage, Dean of Academic Operations

[eramage@lakelandcollege.edu](mailto:eramage@lakelandcollege.edu)

217.234.5403

# COURSE NUMBER, TITLE

[IAI Number, if applicable]

[Semester, Year]

## Instructor Information

Leading paragraph.

**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 included on the course outline. For courses offered for both face-to-face and online credit, course objectives should be written to clearly define the differences and/or additional expectations for the online portion of the course.]

### 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 example below:]*

Table 1: Grading Scale

|  |  |
| --- | --- |
| Grade Scale | Points or Percentages |
| A |  |
| B |  |
| C |  |
| D |  |
| F |  |

Below are …

Table 2: Grading Criteria

|  |  |
| --- | --- |
| 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.]

Table 3: Lecture Topics and Assignments

|  |  |
| --- | --- |
| Date or Week | Topic & Assignments |
|  |  |
|  |  |
|  |  |

(If applicable)

Table 4: Lab/Clinical Topics and Assignments

|  |  |
| --- | --- |
| Date or Week | Topic & Assignments |
|  |  |
|  |  |
|  |  |

### Assignment/Test Dates

[Indicate the date of each major assignment or exam.]

Table 5: Due Dates

|  |  |
| --- | --- |
| Date | Material Due or Examined |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Instructor Classroom Policies

### Attendance

[Describe policy on attendance. See also Board Policy 06.24 linked below.]

### 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](https://www.lakelandcollege.edu/student-handbook/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](https://www.lakelandcollege.edu/student-handbook/student-code/).

For a description of what is considered to be academic dishonesty, please review the [Academic Integrity Code](https://www.lakelandcollege.edu/student-handbook/academic-integrity-code/) available in the online [Student Handbook and Right to Know](https://www.lakelandcollege.edu/student-handbook/) [*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.

### Use of Artificial Intelligence (recommendations from the AI Taskforce)

*The task force recommends that you use the more lenient options (AI Use Only with Acknowledgement or AI Use Only with Specific Permission) so that students learn about AI in their field before entering the workforce.*

#### AI Use Prohibited

Students are prohibited from using artificial intelligence or machine learning tools, including but not limited to Grammarly, ChatGPT, Microsoft Word or Copilot, on assignments in this course. Each student must complete all assignments independently, without aid from others or automated tools, as noted in the Academic Integrity Board Policy 07.28.02.

#### AI Use Limited to Proofreading and Grammar

In this course, the use of artificial intelligence or machine learning tools (such as Grammarly, ChatGPT, Microsoft Word, etc.) is strictly limited to proofreading for spelling, grammar, and punctuation. Any other use, including generating, solving, outlining, or drafting assignments—such as essays, quizzes/tests, discussion posts, problem sets, or other coursework—is prohibited. Examples of misuse include using AI to write papers, solve math problems, or generate discussion responses. Submitting AI-generated content is considered cheating, as it undermines the expectation of independent work and may lead to copyright violations. All work must be completed independently by the student, without the assistance of others or unauthorized tools. Violations of this policy are breaches of academic integrity and will result in disciplinary action under Academic Integrity Board Policy 07.28.02.

#### AI Use Only with Specific Permission

Students may use artificial intelligence or machine learning tools (e.g., Grammarly, Microsoft Word) for proofreading writing assignments, such as checking spelling, grammar, and punctuation. Any other use of AI—like generating, solving, outlining, or drafting assignments—is only allowed if the assignment specifically permits it. Examples of prohibited uses include using AI to write essays, solve math problems, take quizzes/tests or create discussion posts. All work must be completed independently, without unauthorized assistance from others or automated tools unless otherwise specified. Misuse of AI is considered cheating and will result in disciplinary action under Academic Integrity Board Policy 07.28.02.

#### AI Use Only with Acknowledgement

Students may use AI or machine learning tools, like Grammarly, ChatGPT, or Microsoft Copilot, in their coursework as long as they properly document and credit any such use. For instance, text generated by ChatGPT-4o should include a citation similar to:

 APA Format

OpenAI (2023). *ChatGPT* (Mar 14 version) [Large language model]. <https://chat.openai.com/>

MLA Format

“Example of an MLA citation” prompt. *ChatGPT*, GPT-4o, OpenAI, 30 Oct. 2024, chat.openai.com/chat

Failing to cite sources correctly is considered a breach of academic integrity and will be handled according to Academic Integrity Board Policy 07.28.02. Students are also responsible for identifying and correcting any factual inaccuracies, biases, or fabricated information produced by the tool. *Optional additional requirement*: If AI tools are used, students should provide a brief (2-3 sentence) explanation of how and why they used them.

### Responsible Use of Classroom Content

Class discussions, papers, pictures, video, and any other student-created work for a course are all considered official course content. Student work, including papers, discussions, quizzes, assignments, etc., must be confined to the classroom (either on-campus or virtual) and should not be shared outside the classroom without the express permission of the student who created it. Students should respect the privacy of person-to-person or person-to-class communication in all forms. Violating student privacy may result in removal from the course. Significant or repeated violations may result in disciplinary action. This standard is pursuant to Board Policies [07.28.01 (Student Code of Conduct and Disciplinary Procedures)](https://www.lakelandcollege.edu/wp-content/laker-documents/laker/board_policy/Board_Policy_Manual.pdf#072801) and [11.15 (Acceptable Technology Use)](https://www.lakelandcollege.edu/wp-content/laker-documents/laker/board_policy/Board_Policy_Manual.pdf#1115).

### \*\*DELETE BEFORE PUBLISHING\*\*

**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.

### Student Accommodations

Lake Land College is committed to providing a quality educational experience to all students. As such, the College provides [accommodations](https://www.lakelandcollege.edu/student-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.

## Additional Resources

### Instructor is a Safe Zone Ally

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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.

### 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](https://www.lakelandcollege.edu/wp-content/laker-documents/laker/board_policy/Board_Policy_Manual.pdf#0743) (Health Services), at 217-234-5276 or [healthservices@lakelandcollege.edu](mailto:healthservices@lakelandcollege.edu).

### Student Services and Resources

Visit [Student Services and Resources page](https://www.lakelandcollege.edu/services-resources/) to see all of the resources available to Lake Land College Students.

### 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 [Student Guide to Addressing Sexual Harassment and Sexual Misconduct](https://www.lakelandcollege.edu/student-handbook/title-ix/) section.

### Diversity at Lake Land College

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 [diversity page](https://www.lakelandcollege.edu/diversity/) on the Lake Land College website.

### Help Desk Support

The [Information Systems and Services](https://www.lakelandcollege.edu/iss/) department offers technical support. You can contact the helpdesk at 217-234-5261 or [helpdesk@lakelandcollege.edu](mailto:helpdesk@lakelandcollege.edu) for any technical problems related to the courses you are taking at Lake Land College.

Information Systems and Services is located in [Virgil Learning Resource Center/Library](https://www.lakelandcollege.edu/library/) (See [Maps](https://www.lakelandcollege.edu/campus-maps/) for directions) in the lower level. ISS welcomes walk-in campus support Monday - Friday from 8:00 am to 5:00 pm during the spring and fall semesters. During the summer, the college is open from Monday - Thursday from 8:00 am to 5:00 pm.

Personal WiFi hotspot devices called MiFis and computers can be checked out at the Circulation Desk of the Virgil H. Judge Learning Resource Center/Library. Contact 217-234-5367 or [libcirc@lakelandcollege.edu](mailto:libcirc@lakelandcollege.edu) to set up an appointment.

If you have any difficulties using Canvas, you can contact the Information Systems and Services at information above or directly in Canvas click the Help link in the global navigation to the left. Choose Report a problem to create a ticket. Be prepared to give a detailed description of your problem when filling out the form for the ticket. Please don't hesitate to ask for help.

* [How do I get help with Canvas as a student?](https://community.canvaslms.com/docs/DOC-10554-4212710328)

### Basic Needs

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the [Counseling Services](https://www.lakelandcollege.edu/counseling-services/leap/) for support. Students can also view [Services & Resources](https://www.lakelandcollege.edu/services-resources/) page for more details. Furthermore, please notify me if you are comfortable in doing so. This will enable me to guide you to available resources.

### Accessibility Statement

Lake Land College is committed to creating a learning environment that meets the needs of its diverse student body. This means that all students, including students with disabilities, are provided equal and equitable access to all course and classroom materials.

As your instructor, I am dedicated to ensuring that my students have the resources and opportunities you need to succeed. My goal is to deliver course materials that are accessible for all students - including those using assistive technologies or with different learning needs. Please let me know if you find any of the course documents inaccessible or difficult to interact with so that we can work together to improve accessibility and usability for all.

I am always open to suggestions….

#### **ADA Compliance Statement**

Canvas conforms to the W3C’s Web Accessibility Initiative Web Content Accessibility Guidelines (WAI WCAG) 2.0 AA and Section 508 guidelines.

* [What are the Canvas accessibility standards?](https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-Canvas-accessibility-standards/ta-p/1564)

[Additional Optional Content:]

* Building Assistant’s office location and phone number
* Canvas link (<https://lakeland.instructure.com/login/ldap>)
* Average grade distributions from past semesters
* Suggested keys to success for the course
* Information about specialized accreditation, certifications, or licensure
* Dates of a Mod I or Mod II section
* Grading rubrics
* Expectations of student performance
* [Board Policy 07.26—Academic Standing](https://www.lakelandcollege.edu/wp-content/laker-documents/laker/board_policy/Board_Policy_Manual.pdf#0726)
* “I reserve the right to change schedule” language
* [Board Policy 06.48—Final Examinations](https://www.lakelandcollege.edu/wp-content/laker-documents/laker/board_policy/Board_Policy_Manual.pdf#0648)
* [Board Policy 07.27—Grade Appeals](https://www.lakelandcollege.edu/wp-content/laker-documents/laker/board_policy/Board_Policy_Manual.pdf#0727)
* Midterm policy
* Cell phone policy
* [Board Policy 06.24--Attendance in the Classroom](https://www.lakelandcollege.edu/wp-content/laker-documents/laker/board_policy/Board_Policy_Manual.pdf" \l "0624)
* Disruptive behavior policy
* [Chapter 7 of Board Policy Manual](https://www.lakelandcollege.edu/wp-content/laker-documents/laker/board_policy/Board_Policy_Manual.pdf)--Students
* [TRIO services](https://www.lakelandcollege.edu/trio-student-support-services/)
* Drop and Withdrawal policies ([Board Policy 07.15](https://www.lakelandcollege.edu/wp-content/laker-documents/laker/board_policy/Board_Policy_Manual.pdf#0715); [Board Policy 07.16](https://www.lakelandcollege.edu/wp-content/laker-documents/laker/board_policy/Board_Policy_Manual.pdf#0716))
* [Illinois Articulation Initiative](https://itransfer.org/)
* Dress code (certain disciplines)
* Instructor biography
* Philosophy of teaching
* Run-Hide-Fight Attachment
* [Safety Breakdown](https://www.youtube.com/watch?v=MC2hXqp2MDI) video link
* Safe Zone Endorsement
* Health Services ([Board Policy 07.43](https://www.lakelandcollege.edu/wp-content/laker-documents/laker/board_policy/Board_Policy_Manual.pdf#0743))