

# Syllabus

Each department support staff member has sample syllabi available for your review. Your Department Chair would also be happy to give you advice about your syllabus. In addition to including your contact information, office hours, course learning objectives, and a schedule of topics and due dates, your syllabus must also show consistency between graded assignments and learning objectives. Please include the following somewhere within your syllabus:

- Specifically state whether you will be using plusses and minuses. All instructors who teach a business core course (ACCT 201 and 202, CIS 100 and 300, CLAW 301, Econ 201 and 202, Fin 301, Mgmt 201, 301 and 401, and Mkt 301) must agree on a plus/minus policy for the course.
- Provide a policy for observance of a religious policy, for example: “In the case of conflicts on class assignment due dates, tests, or other requirements of this class with the observance of a religious holiday, you must notify me at least two weeks in advance so that we can make alternative plans or arrangements. Such advance arrangements will insure that you receive equal opportunity and treatment with your fellow students.” (Note: Your current make-up policy could satisfy this requirement.)The university recommends including the following information concerning learning disabilities: “The University of Louisville is committed to providing access to programs and services for qualified students with disabilities. If you are a student with a disability and require accommodation to participate and complete requirements for this class, notify me immediately and contact the Disability Resource Center (Robbins Hall, 852-6938) for verification of eligibility and determination of specific accommodations.”
- Include a statement concerning student rights and responsibilities, for example, “The University Code of Student Rights and Responsibilities establishes rights to which you are entitled and the responsibilities that you must assume. Along with preparing for and attending class, you are responsible for promoting high academic standards. High academic standards will not allow the College of Business to tolerate cheating, plagiarism, disruption of class, or other inappropriate behavior. Proven cases of cheating or plagiarism may result in the student being denied admission to or in dismissal from the College of Business. Inappropriate classroom behavior may result in the student being withdrawn from the class.”

If you decide to use SafeAssign (described in the Academic Dishonesty Policy section on page 2), please also include the following:

“Instructors may use a range of strategies (including plagiarism-prevention software at the university) to compare student works with private and public information resources in order to identify possible plagiarism and academic dishonesty. Comparisons of student works may require submitting a copy of the original work to the plagiarism-prevention service. The service may retain that copy in some circumstances.” Your syllabus should also include how you intend to use SafeAssign specifically.

For more information, visit the SafeAssign ( <http://www.safeassign.com/> ) website, or go to the Delphi Center SafeAssign ( <http://delphi.louisville.edu/help/safeassign/> ) webpage.

Copies of your syllabi must be submitted electronically to your department support person at least one week before classes begin and must be posted to Blackboard.