

A syllabus is considered to be a contract between the faculty and the student.

The syllabus should include:

1. The course title, rubric and course number, description as it will appear in the catalog.
2. Faculty contact information including the physical location of the office, phone number, and email address.
3. A listing of office hours.
4. Grading Scheme:
 - A. A listing of the point values that will be assigned to all course activities from which the grade will be determined.
 - B. A list that shows how the total points earned in the course will be mapped into the LSU plus/minus grade scheme.
 - C. A description of all course activities from which the student grades will be determined.
 - D. For projects, reports, field trips, and participation activities, specify all activities students will be expected to perform and how the grade will be determined.
 - E. Attendance grades must specify how the grade will be calculated and what accommodations will be given for excused absences.
 - F. A description of how accommodations for excused absences and disabilities will be handled.
5. Title of text, laboratory manual, or other course materials, including a list of principal reference readings.
6. A 15 week outline of course subject matter including the approximate exam schedule and deadlines for the submission of student work.
7. A reference link to the LSU student code of conduct.
8. A reference link to the faculty expectations of student effort as specified in the LSU credit hour definition.
9. A statement regarding accommodations for disabilities.
10. If the course is intended to be a General Education course: Include a statement declaring that this course is a general education course in the chosen Area and that, as such, material in the course addresses students' achievement of this General Education Competency: State the competency and state the specific criteria established for this Gen Ed Area.
11. A statement about CxC, if applicable.
12. A statement regarding academic achievement as shown in the example syllabus.