

**COLLEGE OF BUSINESS ADMINISTRATION
COURSE SYLLABI FORMAT**
[revised in 2000; statements added in 2004—see below]

(course number)
(course title)
(semester taught)

CATALOG DESCRIPTION:

PREREQUISITES:

TIME OF CLASS:

TEXTS REQUIRED:

INSTRUCTOR: (name)
(office number)
(telephone number)
(e-mail)

OFFICE HOURS: (should list at least 10 hours—up to 5 of the hours may be virtual)

LEARNING OUTCOMES: (Should list what you expect the students to get out of the course knowing; each department should have list of learning outcomes for every course in the departmental office as well as for student to preview. Include list.)

MEANS OF ASSESSMENT OF LEARNING OUTCOMES

(How the student's achievement of the learning outcomes will be measured or evaluated. This would include percentages in regards to the achievement of individual or group outcomes. Would include % for homework, exams, quizzes, papers, readings, computer assignments, final exam, etc.)

GRADING FORMAT (percentage scales to be used, curve, etc.)

POLICY ON LATE ASSIGNMENTS AND MAKEUPS

ATTENDANCE REQUIREMENTS

SCHEDULE: (by weeks or days with exam dates, other dates when something is required, final exam date; include a disclaimer that instructor can announce any changes during the class times)

(General handout to be attached to each syllabus that will be prepared by the dean's office at the beginning of each semester and given to departmental secretaries to include on syllabi or have secretaries give to faculty who do their own syllabi. Should include the following:)

DISABILITY SERVICES

LSUS is committed to making students with disabilities full participants in its programs, services, and activities. University policy calls for reasonable accommodations to be made for students with disabilities on an individual and flexible basis. However, it is the responsibility of the students to make their needs known. If you have a documented disability that impacts your academic work and for which you require accommodations, please see me or the Coordinator of Services to Students with Disabilities (ADM 227, Phone 797-5365) so that such accommodations may be arranged.

STUDENT CONDUCT

LSUS has the responsibility to protect its educational purposes and the health and safety of the university community through the setting of standards of scholarship and conduct for its students. Students are responsible for knowing and complying with the provisions of the LSUS Code of Student Conduct, particularly those pertaining to plagiarism and academic dishonesty.

All instances of academic misconduct (e.g. cheating, plagiarism) must be reported to the Office of Student Affairs. If a student is found guilty of academic misconduct, he or she could face loss of credit for the work and/or the course involved, probation, and/or separation from the university as determined by the Student Conduct Board. See the current *Student Handbook* for the complete "Student Code of Conduct."

All students at LSUS are required to have a copy of *Understanding Plagiarism*, the university guide to defining, understanding, and avoiding plagiarism. This booklet is available at the LSUS Bookstore.

ELECTRONIC DEVICES IN THE CLASSROOM [to be added Fall 2004]

Non-instructive electronic devices (cell phones, pagers, laptops, cd players, etc.) disrupt the learning environment and should be turned off during class time. Any exception must be approved by the instructor in advance.

IMPORTANT DATES FOR THE SEMESTER

- (holidays)
- (last day to change to audit)
- (last day to drop without getting a W)
- (last day to drop with a W)
- (pre-registration advising dates)