Required and Recommended Syllabus Elements
Approved by Academic Leadership Council
Updated July 2025

Required Syllabus Elements

1. Instructor Contact Information

   a) Phone number & email address, including contact policy
   b) Office hours and location

2. Course Details (Most provided directly to syllabus software)

   a) Note course number and general description
   b) List class meeting days, times, and locations as appropriate
   c) List any applicable course prerequisites
   d) List of the number of credits a student earns after successfully completing the course.
   e) If a course is taught in a non-traditional format (e.g., online, hybrid, compressed time, independent work, short-term, or study abroad), the syllabus must include an estimate of student time-on-task that matches the SCH for the course. See the Assignment of Credit Hours Policy for details.

3. Textbook(s) and Other Readings

   a) Provide full bibliographical reference(s) (optional, but helpful to students to include ISBN)
   b) Indicate explicitly whether readings are required or optional
   c) Indicate the source for readings not available in the bookstore, e.g., library reserve, on-line
   d) Indicate whether students may use electronic texts.

4. Course Goals and Student Learning Objectives (SLOs)

   a) Mention any specific knowledge or skills to be obtained
   b) Refer by name/number to stated University SLOs where appropriate.

5. Assessment of Learning

   a) Type of assessment (e.g., essays, research papers, tests, quizzes, examinations, exercises, discussions, lectures, labs, etc.), number of each type, desired length, content/material covered on the assessment.
   b) Manner and form for reporting, e.g., written, visual, oral, or electronic.
   c) Where assignments should be submitted (in class, through the LMS site, etc.)
   d) Provide any relevant "professional quality" standards
   e) Explicitly indicate deadlines and/or due dates (e.g., on Friday at 11:00 p.m., at the beginning of class, unannounced).
   f) List your late work and/or make-up policy for missed assessments (missed test/quiz, assignment). If you do not allow make-ups, state this clearly.

   Note: Expectations regarding spelling, grammar, formatting, and use of AI as well as other

important details should be explicitly stated on each assignment/assessment. Requirements for individual projects should be explicitly stated as well within the relevant project assignment documents.

6. Grading

a) Include a clear statement on how student final grades will be calculated, including a list of graded elements, total points or percentage values, extra credit, etc.
b) Outline the grading scale to be used, e.g., A = 93-100, A- = 90-92, B+ = 87-89, etc.
c) Indicate the weight given to components in the final grade, e.g., tests = 35%, papers = 40%, attendance = 10%
d) For all graded elements, identify the weight and an approximate number of each element.

7. Attendance and Participation Policy

a) Indicate clearly your class absence policy
  - Note: The faculty handbook in section 3.3.1 states "Students are required to attend every one of their classes unless the absence has been approved by the instructor concerned or the dean."
b) List penalties for non-compliance, if any
c) State any expectations for in-class or online participation: graded or not?
d) State the options available to student-athletes to make up work on days they miss due to competitions. (see paragraph below)

Student-athletes are excused from class for university-sponsored competitions but are not exempt from completing coursework missed during those absences. The manner in which work will be made up is at the discretion of the instructors, and students are responsible for obtaining any class notes or other course material. Faculty will provide options for student-athletes to make up missed work due to approved excused absences. Student-athletes may not be penalized solely for missed class time due to excused absences.

8. Content Outline / Course Schedule

a) List or outline topics to be considered and/or problems to be addressed
  - Consider aligning topics with assigned textbook readings
b) Provide a weekly or daily schedule, including:
  - Dates when assignments are due
  - Dates for tests and examinations, especially the final exam
  - *Dates for converting to a S/U grade system, dropping the course (no W), and withdrawing from the course (W).*

9. Honor Code Statement

a) State the Honor Code and the fact that the course will uphold this code.
b) Define explicitly, for each assignment, what is authorized aid and what is not.
c) Define the circumstances or ways in which AI may be used to complete academic work.

10. AI Policy Statement

   a) Include a statement that clearly defines the acceptable use of AI for your course. Some potential suggested language is provided.

   ● Do not mindlessly use AI tools in place of your own thinking, analysis, and general learning
   ● Do not use AI tools to avoid engaging in course content.
   ● If you use AI, always provide evidence of how AI tool contributed to your work. Explain what you learned from the tool, and how you verified the accuracy and reliability of its results. This should be included in the end of each task you turn in, prior to the reference section.
   ● Use APA to cite your references, including any AI tools you use.
   ● APA references. require you to include the name of the AI tool, the date of access, the URL of the interface, and the specific prompt or query you used to generate the output.
   ● For example: ChatGPT. "What is the direction of globalization in 2025?" Accessed May 12, 2025. https://www.chat.openai.com.
   ● We all make mistakes. AI is known to make a lot of mistakes. Take responsibility of any errors made by the AI tool, and double check original sources before you submit anything.

11. Assessment Disclaimer

   Submitted assignments and exams may be used confidentially for assessment of student learning outcomes at the course, program, college, and/or university-level. Any questions regarding assessment can be sent to the Associate Provost, Kevin Goebbert, at provost.office@valpo.edu.

12. Class Cancellation Method

   a) Include a statement of means for notifying students systematically of a class cancellation, especially if related to inclement weather or an emergency situation
   b) Valparaiso University's General Counsel has provided the following suggested language:

   Notifications of class cancellations will be made through Canvas with as much advance notice as possible. It will be both posted on Canvas and sent to your Valpo email address. If you don't check your Valpo email account regularly or have it set up to be forwarded to your preferred email account, you may not get the message. Please check Canvas and your Valpo email (or the email address it forwards to) before coming to class.

13. Emergencies

   To stay informed in case of emergency, students are strongly encouraged to enroll in Valpo's emergency text message notification system and download the Valpo SAFE app. To enroll in text messaging, go to getrave.com/login/valpo, select your Valpo email, approve terms of use, and add your cell phone number. The Valpo SAFE app is available in both the Google Play and Apple App stores. Familiarize yourself with valpo.edu/vupd/safety-on-campus/emergency-information/ for more information about Valpo's emergency response systems, instructions in case of emergency, and SAFE app functions.

14. Access and Accommodation Statement

   Valpo seeks to ensure all students receive the support they deserve to attain their education goals. As such, the institution is responsive to the needs of students who have disabilities as defined by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students with documented disabilities who believe their diagnoses will create barriers to course success are encouraged to reach out to the Access and Accommodations Resource Center (AARC) to determine eligibility for reasonable accommodations. To begin the process of establishing accommodations, go to valpo.edu/aarc for more details and contact information.

Recommended Syllabus Items

15. Slate Student Success

   Slate Student Success is a new platform being used by Valpo faculty and staff to communicate concerns and suggestions to support student success. You may receive messages from Slate Student Success that will provide guidance from faculty and staff members on actions you should take to improve your academic performance and student experience at Valpo.

16. Academic Support Services

   a) Include a statement about where and how students can obtain support for their academic work using language similar to the following:

      To get help in this course, the best place to start is to work with your instructor during office hours and ask your professor if there are any help sessions or department-level tutoring offered for this course. The next step is to use free assistance offered by Valpo's learning centers: Academic Success Center, Language and Intercultural Learning Center (LINC), Hesse Learning Resource Center, and Judith L. Beumer Writing Center. More information, including links to the individual centers and their offerings, is at valpo.edu/learning-centers/. *[Insert any additional statement about Department-level Academic Support here.]*

17. Library Research and Assignment Support Services

   a) Include a statement about library resources available to students, using one of the following suggested options:

      Option 1 For courses with a Canvas page, but without a research assignment:
      The librarian best able to help you navigate information resources for independent research or additional reading is listed on the library research guide for our department. Click the link to Library Guides within the Canvas table of contents for this course and then select [most relevant discipline name listed here libguides.valpo.edu. Alternatively, faculty can edit that link so it goes directly to the discipline-specific guide].

      Option 2 for courses without a Canvas page and without a research assignment:
      The librarian best able to help you navigate information resources for independent research

or additional reading is listed on the library research guide for our department. The guide can be found at libguides.valpo.edu*[last part of the URL]*.

Option 3-for courses with a research assignment:
Our librarian for *[name of department]* is Professor *[name of librarian].* To help you find and evaluate resources for *[name of research assignment(s)]*, schedule a research consultation with Professor *[last name of librarian]*. *His/her* contact information can be found on the *[name of department]* research guide at libguides.valpo.edu*[last part of the URL]*.

University Policies

18. Diversity and Inclusion

    Valpo strives to be a welcoming, inclusive community. Our values as a university community do not support language or behavior that demeans members of our campus based on identity. Actions and behaviors based on positions or perspectives that inherently marginalize, oppress, or deny full dignity to all are not tolerated. See valpo.edu/about/mission-values/ to understand how inclusion fits into Valpo's foundational mission and values.

19. Title IX Statement

    Valparaiso University endeavors to provide an environment free of discrimination, harassment, and sexual misconduct (sexual harassment, sexual violence, dating violence, domestic violence, and stalking). If you have been the victim of sexual misconduct, we encourage you to report the incident. See valpo.edu/titleix/ for a list and contact information for confidential reporting and support services, a list of non-confidential resources, emergency service information, and more information about Title IX response at Valpo.

20. Bias and Incident Reporting

    A bias incident is any act that appears and/or is perceived by the targeted person(s) to be motivated by animus toward one or more of their identities (i.e., race, religion, nationality, sex, disability, gender identity or expression, sexual orientation). See valpo.edu/bias/ for more information about what is considered a bias incident, reporting options, and answers to frequently asked questions about bias incident reporting at Valpo.

    If you are concerned about the immediate health and safety of yourself or someone else, call 911 or use the Valpo SAFE app to tap 911 Emergency (Off-Campus 911) or Panic Button (VUPD).