

Course Number, title  
section number, term/session/year

Online Sessions Times *[if applicable*]:

**Instructor Information:**  
Professor:   
Campus Office:   
Email:   
Phone:    
Office Hours:   
Lab/Studio information

**Course Description: (from department or catalogue)**

**Course Learning Outcomes:**

**Instructional and Technological Information:** (see check list for inclusions)

**Course Assignments & Assessments:** (see check list inclusions)

**Course Policies:** (some sample suggested policies provided)

**Communication Protocol:** *[Edit, listing your preferred method of communication]* Email is the best way to reach me. I will make every effort to get back to you within 24 hours on week days and 48 hours on weekends. If you have general questions about the course, please post them in the HELP forum in Sakai so I can address the issue for the entire class. Technology issues should go to Loyola’s HelpDesk. Personal issues should, of course, come directly to me.

**Copyright:** Copyright law was designed to give rights to the creators of written work, artistic work, computer programs, and other creative materials. The Copyright Act requires that people who use or make reference to the work of others must follow a set of guidelines designed to protect authors’ rights. The complexities of copyright law in no way excuse users from following these rules. The safest practice is to remember (1) to refrain from distributing works used in class (whether distributed by the professor or used for research); they are likely copyright protected and (2) that any research or creative work should be cited according to [*please insert standards appropriate to your discipline, e.g., MLA guidelines*]*.* For LUC’s copyright resources check online: <http://www.luc.edu/copyright>.

**Intellectual Property:** All lectures, notes, PowerPoints and other instructional materials in this course are the intellectual property of the professor. As a result, they may not be distributed or shared in any manner, either on paper or virtually without my written permission. Lectures may not be recorded without my written consent; when consent is given, those recordings may be used for review only and may not be distributed. Recognizing that your work, too, is your intellectual property, I will not share or distribute your work in any form without your written permission.

**Class Conduct:** One important aspect of a Jesuit education is learning to respect the rights and opinions of others. Please respect others by (1) allowing all classmates the right to voice their opinions without fear of ridicule, and (2) not using profanity or making objectionable (gendered, racial or ethnic) comments, especially comments directed at a classmate.

**Academic Integrity:** Loyola University Chicago takes seriously the issues of plagiarism and academic integrity. Below is an excerpt, quoted directly, of the university’s statement on integrity.

“The faculty and administration of Loyola University Chicago wish to make it clear that the following acts are regarded as serious violations of personal honesty and the academic ideal that binds the university into a learning community:  
Submitting as one's own:  
1. Material copied from a published source: print, internet, CD-ROM, audio, video, etc.   
2. Another person's unpublished work or examination material.   
3. Allowing another or paying another to write or research a paper for one's own benefit.   
4. Purchasing, acquiring, and using for course credit a pre-written paper.

The critical issue is to give proper recognition to other sources. To do so is both an act of personal, professional courtesy and of intellectual honesty.” ( [http://www.luc.edu/academics/catalog/undergrad/reg\_academ](http://www.luc.edu/academics/catalog/undergrad/reg_academicintegrity.shtml) [icintegrity.shtml](http://www.luc.edu/academics/catalog/undergrad/reg_academicintegrity.shtml))

**Special Circumstances**--**Receiving Assistance**: Students are urged to contact me should they have questions concerning course materials and procedures. If you have any special circumstance that may have some impact on your course work, please let me know so we can establish a plan for assignment completion. If you require assignment accommodations, please contact me early in the semester so that arrangements can be made with Services for Students with Disabilities (SSWD) (<http://www.luc.edu/sswd/>).

**Statement of Intent:** By remaining in this course, students are agreeing to accept this syllabus as a contract and to abide by the guidelines outlined in the document. Students will be consulted should there be a necessary change to the syllabus.

**Student Support Resources:**

* ITS HelpDesk
  + [helpdesk@luc.edu](mailto:helpdesk@luc.edu)
  + 773-508-4487
* Library
  + Subject Specialists: <http://libraries.luc.edu/specialists>
* Services for Students with Disabilities
  + <http://www.luc.edu/sswd/>
* Writing Center
  + <http://www.luc.edu/writing/>
* Ethics Hotline
  + <http://luc.edu/sglc/aboutus/>
  + 855.603.6988

**Weekly Content:** (see checklist for inclusions)