



LOYOLA
UNIVERSITY
CHICAGO

Preparing people to lead extraordinary lives

[Course name, number, and section]
[Term, year, "online" or "blended"]
[Information for any synchronous meetings]

Instructor Information

Instructor:

Campus Office:

Email:

Phone:

Office Hours: *[times and dates for virtual office hours]*

Responsiveness: *[Describe what students can expect from the instructor in terms of replies to messages.]*

Essential Course Information

Course Description

[Insert course description here. Include major course topics and goals, as well as any prerequisites for the course.]

Learning Outcomes

[Insert measurable, observable course learning outcomes]

Required Textbooks and Software

[Insert all required and recommended texts and programs students will need for the course]

Assignments and Grading

Summary of Assignments

[Insert a summary of all assignments that student will complete. Include how much all assignments or categories of assignments will be worth, as well as a score total for the course.]

Assignment Descriptions

[Insert here brief descriptions of each category of assignment – e.g., “tests,” “discussions,” “papers,” etc.]

Grading Scale

[Insert here the grading scale – what amount of points or percentages equal and A, B, C, and so on.]

Late work and make up

[Include a policy for acceptance of late work and/or processes for making up late work]

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 Another person's unpublished work or examination material.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.”

Read through [Loyola’s full statement on Academic Integrity](#) here.

Additional Course Policies

Synchronous Meetings

[Include information about synchronous meetings, if any. Make sure to state days and times, what tool will be used (Zoom, for example), and what the requirements are for sessions.]

Student Participation

[Insert a policy about student participation expectations. How often should students log in and check course materials? What is expected of participation throughout the course, in synchronous sessions, etc.?.]

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

Privacy Statement

Assuring privacy among faculty and students engaged in online and face-to-face instructional activities helps promote open and robust conversations and mitigates concerns that comments made within the context of the class will be shared beyond the classroom. As such, recordings of instructional activities occurring in online or face-to-face classes may be used solely for internal class purposes by the faculty member and students registered for the course, and only during the period in which the course is offered. Students will be informed of such recordings by a statement in the syllabus for the course in which they will be recorded. Instructors who wish to make subsequent use of recordings that include student activity may do so only with informed written consent of the students involved or if all student activity is removed from the recording. Recordings including student activity that have been initiated by the instructor may be retained by the instructor only for individual use.

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*]. [Read more about LUC's copyright resources](#) online.

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.

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

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 the Student Accessibility Center.

Links to Resources

- [ITS HelpDesk](#)
 - Email: helpdesk@luc.edu
 - Phone: 773-508-4487
- [Library](#)
 - [Subject Specialists](#)
- [Student Accessibility Center](#)
- [Writing Center](#)
- [Ethics Hotline](#)
 - Phone: 855.603.6988
- [Center for Tutoring and Academic Excellence](#)
- [Loyola Bookstore](#)
- [Financial Aid](#)
- [Insert any other resources pertinent to the class]

Technology Considerations

[Insert here the minimum technology required for the course. If synchronous sessions are being held, make sure to include a webcam and microphone as needed equipment. If any other special technology is needed to complete the course, describe that here as well.]

Technology Privacy and Support Information

For help with technical issues or problems with Sakai, contact the ITS HelpDesk at helpdesk@luc.edu or 773-508-4487.

Below you will find links to privacy policies as well as support documentation for the technology we'll use in the course:

- **Sakai**
 - [Sakai Privacy policy](#)
 - [Sakai Support Documentation](#)
- **[Inert here links to privacy policies and support materials for any other programs used in the course.]**

See below for weekly schedule

Weekly Schedule

<i>Week</i>	<i>Dates</i>	<i>Topic</i>	<i>Assignments Due</i>
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			
Week 15			