

## Syllabus Guidelines

The following items must be included on each syllabus:

**Instructor's name, office hours, phone number(s), e-mail address**

**Course Number and title**

**Prerequisites**

**Required and optional text(s) and materials**

**Tentative calendar**

**Rationale of the course**

Briefly describe how the course addresses major program objectives and, if appropriate, relevant accreditation requirements. For general education courses include a statement of how the course addresses the four general education competencies.

*This must be the same for all sections of the course.*

**Course objectives**

*Course objectives must be the same for all sections of the course. General education courses must include reference to the four general education competencies.*

**Means of student performance assessment including weight of each exam, policies, such as format for papers, late papers, etc., and attendance and make-up policy**

**Classroom Responsibilities (Approved by the Lander Faculty)**

All Lander students will . . .

- read and follow their professors' syllabi, including course guidelines and procedures, to be prepared for class
- check their Lander email accounts daily and check blackboard daily (if used in class) for class announcements, assignments, etc.
- be aware of each professor's absence and tardy policies
- communicate concerns about classes to their professors, including asking for clarification if the student does not understand an assignment or expectations
- be courteous to peers, professors, and the learning environment, avoiding the following disruptive classroom behaviors: sleeping, inappropriate talking, inappropriate laptop use, rudeness, doing homework for other classes, text messaging, or answering cell phones
- not give, use, or receive unauthorized aid in academic activities because these are serious violations of academic integrity
- know and accept the consequences of committing plagiarism, which could include receiving a failing assignment grade, failing the course, or being suspended from the University.

**Reference to Lander's Honor Code**

The Lander University Academic Honor Code may be found in the Lander Student Handbook. You are responsible for understanding the possible consequences of violating the code.

**Reference to Lander's inclement weather policy**

I encourage you not to risk traveling to campus if weather conditions are hazardous and prevent safe travel. If you miss a class due to travel conditions and the University is not closed you are responsible for all material covered in class during your absence. Whenever classes are canceled, Lander will inform local TV and radio stations. In addition information will be posted at the Lander website: [www.lander.edu](http://www.lander.edu). A recorded message will also be provided at (864) 388-8000.

**Reference to Lander's ADA policy**

If you have a physical or learning disability you must contact the Lander University Wellness Center, 388-8885, [studentwellness@lander.edu](mailto:studentwellness@lander.edu) to receive reasonable accommodations. Once the Wellness Center has received appropriate documentation, your instructors will be informed of approved accommodations.

**Policy Concerning Cell Phones (Approved by the Lander Faculty)**

Cell Phones are to be turned off before entering the class (lab, clinical, etc) and shall remain off for the duration of the class. If there is an extenuating circumstance which requires the cell phone to be on during a class, the student must obtain permission prior to the class from the instructor to leave the phone on vibrate. Cell phones are not to be visible or used at any time, especially during quizzes or exams. Each instructor reserves the right to further restrict use of cell phones in class and to determine the consequences of not following this policy.

**Notice of Nondiscrimination:**

Lander University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, childbirth or related medical conditions, national origin, age, disability, veteran's status, genetic information or protected activity (e.g., opposition to prohibited discrimination or participation in any complaint process, etc.) in employment, educational programs and activities, admissions and financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Education Amendments of 1972.

Individuals experiencing sex-based discrimination, sexual harassment, or sexual violence are encouraged to contact the Title IX Coordinator in person, mail, telephone, electronic mail, using the contact information listed for the Title IX Coordinator, or by completing an online complaint form. Reports may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address.

Title IX Coordinator: Tracy Clifton  
Office Phone: 864-388-8055  
Office Location: Room 347, Grier Student Center  
Mailing Address: 320 Stanley Avenue, CPO Box 6012, Greenwood, SC 29649

Please visit <https://www.lander.edu/about/offices-departments/title-ix/index.html> and <https://www.lander.edu/about/statement-non-discrimination> to review the applicable policies, access the complaint forms, and learn more about the pertinent grievance processes.