

Syllabus resources for faculty

Updated August 2024

Sample language faculty might consider for use in their syllabi is listed below.

Language related to the credit hour policy is required for all syllabi. It is best practice to include language about support services and campus resources.

Basic Course and Policy information
Course name, number, section number, term and year, course location
Course description
Faculty name and contact information, office hours, office location and other communications policy
List of all required texts and materials
Learning objectives for the course, how these relate to college-wide learning outcomes (see sample syllabus language)
Grading Policy & Grading Scale
Clear and detailed attendance policy that is consistent with the Attendance Policy approved by faculty in May 2024 should be stated in the syllabus (see Excessive absences under Registration, Enrollment & Attendance in the College Catalog). Additional guidance regarding implementation of the Attendance Policy can be found here .
Due dates for all assignments, including reading assignments and projects
Course schedule (account for holidays and Symposium Days)
Credit hour policy (required) Augustana's credit hour policy must be stated clearly in each syllabus. Policy language and syllabus template language for various kinds of courses (4-credit, 2-credit, Independent Study, etc.) are available on this page of the Augustana catalog.

Student Services and Resources Available to Augustana Students

Access & Accommodations at Augustana:

Augustana College is dedicated to fostering a learning environment that supports the diverse needs of all students. If you anticipate or encounter any barriers to your learning in this course, please feel free to discuss your concerns with me.

If you have a disability or believe you may have one, the [Office of Disability Services \(ODS\)](#) is a valuable resource. To schedule a meeting, email disabilityservices@augustana.edu. You can also submit a confidential request for accommodations by submitting the [Accommodations Request Form](#).

If you have already been approved for accommodations at Augustana College through the Office of Disability Services, please share your Accommodation letter with me as soon as possible, and let's discuss how I can help support your learning needs.

For more information about accommodations, including contact details, please visit the [Office of Disability Services website](#).

Basic needs

Any student who has difficulty affording groceries or accessing enough food is encouraged to visit the Campus Cupboard, located in the basement of the Bahl's Leadership Center, open Monday through Thursday from 3-5 pm. If you lack a safe and stable place to live and believe this may impact your performance in the course, please contact the Dean of Students Office for support.

Honor Code and academic integrity

All students are required to adhere to the principles of academic integrity outlined in Augustana College's Honor Code. Every member of the Augustana community has the obligation to report violations of the Honor Code to the Honor Council. The [Honor Code](#) provides detailed definitions of infractions, the Honor Pledge, information about the composition of the Honor Council, and access to reporting forms.

Title IX

Augustana College is committed to creating a campus community that is free from bias, discrimination, and harassment. If you have encountered any form of discrimination on the basis of sex, including sexual harassment, sexual assault, stalking, dating violence or domestic violence, you are encouraged to report it at <https://www.augustana.edu/TitleIX>.

As a faculty member, I am required to report to the Chief Title IX Coordinator/Deputy Coordinators any information I receive about possible sex discrimination. This includes information shared in class assignments, discussions, emails, and/or shared conversations outside of class. If the Title Coordinator/Deputy Coordinators receive a disclosure, they will reach out to you with resources and options. You are not required to respond to this outreach.

If you wish to speak with a Confidential Resource (not required to report to the Chief Title IX Coordinator or Deputy Coordinators), Please contact:

- [Counseling Services](#) 309-794-7357
- Campus Chaplain, [Office of Campus Ministries](#), 309-794-7213
- The College has arranged for the availability of a confidential advocate employed by Family Resources to provide support to survivors of sexual assault. Our Campus Advocate, Mikayla, is available Monday to Friday 8:00 a.m. to 4:30 p.m. at 563-468-2175 or mikaylac@famres.org.

Pregnancy and/or Pregnancy Related Conditions

Faculty members are required to inform a student who is pregnant or experiencing a pregnancy related condition (including termination) that the Chief Title IX Coordinator/Deputy Coordinators are available to provide support by helping you to understand your rights/options, provide academic accommodations, and/or other

supportive measures. You can contact the Chief Title IX Coordinator/Deputy Coordinators at titleix@augustana.edu.

Your right to education free from discrimination and harassment

Augustana College is committed to fostering a safe, inclusive environment free from all forms of discrimination and harassment. Our [Policy Against Discrimination and Harassment](#) describes your right to freedom from discrimination and harassment on the basis of race, color, religion, national origin, service in uniformed service, veteran status, sex, age, political ideas, marital or family status, pregnancy, disability, genetic information, gender identity, gender expression, sexual orientation, or any other classification protected by law.

Health and wellness

Your health and well-being are important. Free counseling and mental health services are available through the [Augustana Student Counseling Service](#). To schedule an appointment, please email cherimizaur@augustana.edu.

[Augustana Convenient Care Clinic powered by Genesis](#) is located on campus in Baldur House (behind the Gerber Center).

Students can access free 24/7 clinical counseling, medical services, and crisis counseling through TimelyCare. [Learn about this resource under “Free tele-health care thorough TimelyCare”](#).

Augustana also offers independent mental health and self-care courses through [TAO](#) that are self-paced and proven to increase life satisfaction.

Technology requirements and support

**If your course requires the use of technology for student engagement, please include this information in your syllabus.*

To fully participate in this course, you will need access to a device that meets the following requirements (*list requirements, e.g., with a webcam and microphone and reliable internet*). You will also need to be able to use Moodle, Google Meets, (*and any other specific platforms needed for this course*). You can download the Open LMS app for accessing Moodle by visiting this link: <https://ethinkeducation.com/products/mobile/> (when launching the app, enter “moodle.augustana.edu” in the “your Moodle site” field).

If you need help with technology, contact the ITS Help Desk at helpdesk@augustana.edu or 309-794-7293.

Religious holiday policy

Augustana College celebrates the importance of religious expression in the lives of our students and “offers every student the opportunity to develop a life-shaping spirituality.”

(See also [The Five Faith Commitments of Augustana College](#)). Consistent with our commitment to creating an academic community that welcomes and respects religious diversity, we commit ourselves to making every reasonable effort to support students in observing major religious holidays without academic or co-curricular penalty. The Office of Campus Ministries maintains a [Religious Observance Calendar](#) on its website, which includes religious observances in major religious traditions.

Students are required to notify their instructor in advance if they must miss class in order to observe a religious holiday and must make prior arrangements with the instructor to complete work missed during their absence. Final exams or other exam week requirements that may overlap with a religious holiday must be petitioned using the [Exam Week Policies](#) standards adopted by the faculty.

While the college encourages students to celebrate any cultural customs and traditions that hold personal significance, we are not able to excuse students from class attendance or participation in course requirements for cultural observations. Questions that arise in carrying out this policy should be addressed to the College Registrar or the Office of Academic Affairs.

Academic Support: For Detailed Information, see the [Learning Commons](#).

Peer Academic Coaching and Workshops

The Learning Commons offers free academic coaching and workshops to all Augustana students. Peer Academic Coaches are trained to help you achieve your learning goals through individualized support. They cover a variety of topics like time management; overcoming procrastination; exam preparation; test anxiety; note-taking, reading strategies, study strategies, and more. For more information about Academic Coaching, visit the Learning Commons [website](#), sign up for appointments via [Starfish](#), and explore our [workshop schedule](#) for more resources.

Faculty should tailor text related to tutoring to the resources available for the course.

Peer Subject Tutoring

The Learning Commons offers free peer tutoring to help students succeed in their courses. Tutors ask guiding questions to encourage deeper thinking about course concepts, discuss exam preparation strategies, and break down complex problems. Rather than giving out answers, tutors act as guides and coaches so that students can master the skills on their own.

If Drop-in and Appointment tutoring is available for the course:

Drop-in and Appointment Tutoring are available for this course. Drop-in tutoring is available *[INSERT DAYS AND TIMES In LOCATION]*. You can come and go as you like, receive individual attention when needed, and work independently or in groups, with a tutor nearby to answer questions. Appointment tutoring is ideal if you are seeking one-on-one support from a peer tutor with experience in this course. To make an appointment, visit the [Tutoring](#) website.

If Appointment tutoring is available for the course:

Appointment Tutoring providing one-on-one support from a peer tutor with experience in this course is available. To make an appointment, visit the [Tutoring](#) website.

For lower-level courses in which there is no prearranged appointment tutoring, you could include language such as: Tutoring for this course is arranged on an as needed basis. To make an appointment, visit the [Tutoring](#) website. Tutoring will be provided if a tutor can be identified.

Contact [Alex Crawford](#), Director of Academic Support, for more information.

Reading/Writing Center

The Reading/Writing Center (RWC), located in Gerber 423, provides feedback for any student, on any reading/writing assignment, in any class. Staffed by 23 peer tutors and four faculty tutors, the RWC is a free service. Students are encouraged to come early and often, scheduling in-person appointments and/or requesting feedback via email as they wish. We also take walk-ins as our schedule allows.

In-person appointments with peer or faculty tutors are 40 minutes long and are ideal for brainstorming and early-stage drafting, reading-related sessions, or just having a friendly conversation about all things reading/writing.

Feedback via email is a good option for those who aren't available during RWC open hours or who would prefer to communicate via writing rather than face-to-face.

Make an appointment for either type of session via Starfish ([instructions](#)). If you have any trouble doing so, email readingwritingcenter@augustana.edu or call 309-794-8987 during open hours: 10 a.m.-4 p.m. Monday-Thursday; 10 a.m.-3 p.m. Friday; and 7-9 p.m. Sunday.