LEHMAN COLLEGE
SYLLABI GUIDELINES

REQUIRED ITEMS

1. **Course Information**
   Course Title, Course Number, Credits, Course Description (from catalogue), Pre/Co requisites, Location, and Meeting Days/Times

2. **Instructor Information**
   Instructor's name, contact information (phone, email, other), office hours, etc.

3. **Course Learning Objectives**
   These objectives must be measurable and must be reflected in assignments and grading criteria. Course objectives must also link to stated program level goals/objectives and/or general education distribution area objectives. Syllabi for multiple sections for the same course should have a single set of learning objectives.

4. **Materials**
   Required and recommended textbooks (*include textbook price*), articles, and other materials that will be used in the course. Indicate whether materials will be on reserve in the library.

5. **Use of Technology and Blackboard Information (if applicable)**
   Example - We will be using a Blackboard site for much of the class activities. It can be accessed through the Lehman website at www.lehman.cuny.edu. We will go over how to access the site and its topography during the first week of class. If you have any questions about your Lehman email address or your password, or if you have any problems accessing the site please call the computer helpdesk at 718-960-1111.

6. **Grading Policy**
   Describe the grading procedures, including the components of the final grade and the weights assigned to each component (for example, homework, term papers, midterms and exams). Also indicate if grades will be curved or if certain grades will be dropped. Also indicate if extra credit assignments will be permitted.

7. **Accommodating Disabilities**

    Lehman College is committed to providing access to all programs and curricula to all students. Students with disabilities who may need classroom accommodations are encouraged to register with the Office of Student Disability Services. For more information, please contact the Office of Student Disability Services, Shuster Hall, Room 238, phone number, 718-960-8441.

8. **The Academic Center for Excellence (ACE) and the Science Learning Center (SLC)**

    The Academic Center for Excellence (ACE) and the Science Learning Center (SLC) are two of the tutoring centers on campus. The ACE provides appointment based and drop-in tutoring in the humanities, social sciences, and writing, as well as general writing and academic skills workshops. The SLC provides drop-in tutoring for natural and computer science courses. To obtain more information about the ACE and the SLC, please visit their website at http://www.lehman.edu/issp, or please call the ACE at 718-960-8175, and the SLC at 718-960-7707.

SUGGESTED ITEMS

Calendar
A schedule of daily or weekly assignments and topics. It may include reading assignments, exam dates, paper due dates, etc.

Attendance Policy (from student handbook)
Students are expected to attend classes regularly, and instructors are required to record attendance for grading and counseling purposes. Individual instructors, as well as departments or degree programs, may establish specific attendance requirements. Instructors have the right to weigh attendance and class participation in determining grades. It is the student's responsibility to ascertain the effect attendance may have on the grade in a course. Students receiving financial aid must be certified as attending classes regularly for continuing eligibility.

Academic Integrity and Plagiarism Policy
Statement may be found in student handbook. For more information refer to http://www.lehman.cuny.edu/student-affairs/documents/student-handbook-02.pdf.

Classroom Specific Policies
Include statements important to the instructor such as use of cell phones, lateness, make-up exams, class participation, etc.