



## Personnel Policies for Lincoln University

The guiding principle for these policies is *The Rules and Regulation of Lincoln University • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 6.7.2*

Effective August 13, 2009

### Letter from the President

### Rules and Regulations

### Adjunct Handbook

 Print using your browser's print function.

### Faculty Handbook

 Print using your browser's print function.

### Staff Handbook

 Print using your browser's print function.

## Course Syllabus

### Employees covered by this policy

This policy applies to all Faculty employees at LU and applicants of positions.

### Policy

All instructors of courses must submit their course syllabus to the respective Academic Department Head during the first two weeks of class for each course taught, even if the syllabus has not changed from the previous course offering. Course syllabi are filed as documentation of the course content.

Course syllabi typically include the following components: Introduction – Include the title of the course and number, term, meeting time and location, instructor name and contact information.

- Course Overview: purpose of the course, any prerequisites, and student expectations.
- Textbooks: list all required printed materials (i.e., textbooks, workbooks, dictionaries, etc.). Include any optional text/materials and other supplies.
- Course Objectives: Upon successful completion of this course, students will be able to: (list objectives here).
- Evaluation and Assessment: outline methods of assessment for successful completion of the course. Include schedule of assignments, quizzes, examination information, papers, other projects, grading, and grading scale.
- Policies: describe policies for the course (i.e., attendance, plagiarism, classroom conduct, late assignments, make-up quizzes/exams, etc.).
- Notice of Americans with Disabilities Act (ADA) Compliance (required in every course syllabus): include LU disability disclaimer, ***“It is the policy of Lincoln University to accommodate students with disabilities, pursuant to federal and state law. Any student with a disability who needs accommodation, for example in arrangements for seating, examinations, note taking, or access should inform the instructor at the beginning of the course”.***
- Any disclaimers such as: “Instructors are not responsible for any assignments not handed in during class times. This includes assignments

put in mail boxes, under doors, or given to any other person besides the instructor.”

- Course Topics: outline the topics to be covered and approximate time devoted to each topic (by week or by class). Include instructional methods used.
- Student class attendance policy as referenced earlier in this section.
- Consequences for coming late and leaving class early.
- Make-up policies for course work, quizzes, and exams.

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University Human Resource Services  
Revised July 9, 2009