***Course Syllabi: Communication of Villanova Learning Resources and Services Provided***

In line with your course content, goals, assignments, and instructional activities, we encourage you to include communication in your syllabus that informs and alerts students to services and resources provided by various campus units. The units have provided ***sample communication*** that describes their support of students and their learning. Please ***include these statements*** in your course syllabus, as appropriate. ***You may copy and paste the statements*** directly into your syllabus.

 **Academic Integrity –** Office of the Provost
<https://www1.villanova.edu/villanova/provost/resources/student/policies/integrity.html>

***Sample Syllabus Statement Regarding Academic Integrity:***

When students come to Villanova, they join an academic community founded on the search for knowledge in an atmosphere of cooperation and trust. Students must be honest and forthright in their academic studies.

To falsify the results of one's research, to steal the words or ideas of another, to cheat on an assignment, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance. Please familiarize yourself with the Code of Academic Integrity: <https://www1.villanova.edu/villanova/provost/resources/student/policies/integrity.html>

Students are encouraged to visit the **Academic Integrity Gateway**, complete the interactive quiz, and use the web site as a resource: <http://library.villanova.edu/help/academicintegrity/>

 **Falvey Memorial Library**: <http://library.villanova.edu/>

*Provided by Robin Bowles and Jutta Seibert, Liaison Librarians*

The library’s [website](http://library.villanova.edu/) serves as the portal to online and/or on-campus [services](http://library.villanova.edu/about/services/) and resources. These include [subject librarians](http://library.villanova.edu/about/departments/academicintegration/liaisonteams/) for all disciplines, [print and e-books,](https://library.villanova.edu/Find/Search/Home) [scholarly journals](http://library.villanova.edu/research/ejournals/), [research databases](http://library.villanova.edu/research/databases/), digital collections, subject-specific [research guides](http://library.villanova.edu/research/subject-guides), and interlibrary loans.

The Falvey Research Support Team provides one-on-one research and reference help to the entire Villanova community. Our team of professional researchers and librarians can assist with any stage of the research process for papers, projects, theses, and articles. From finding information source such as articles, books, and other data, to simplifying the writing and citation process using *RefWorks* and other library-supported tools, as well as general assistance using library resources. For complex topics we can also assist you in booking a time with one of our subject specialists for an in-depth consultation.

We suggest you add the contact information of the appropriate subject librarian to your syllabus. Also, you are welcome to schedule research workshops for your classes, and the subject librarian will be happy to visit your class and/or hold a session in one of the Library’s workshop rooms.

***Sample Syllabus Statement for Library Resources*:**

The library’s [website](http://library.villanova.edu/) serves as the portal to online and/or on-campus [services](http://library.villanova.edu/about/services/) and resources. Students are welcome to contact the library’s [subject librarians](http://library.villanova.edu/about/departments/academicintegration/liaisonteams/) directly via email or phone for research assistance or to book a research consultation. The librarians provide assistance in-person by request at the front desk of the library, by email at Ref@villanova.edu, by phone at 610-519-4270, by SMS message at 610-816-6222, and via our chat program, *Ask A Librarian*, which can be reached from the library website. During the semester librarians are available from 8am-6pm Monday-Thursday, 10am-5pm on Fridays, and noon-6pm on Sundays.



 **Learning Support Services (LSS) –** Learning Commons, Falvey Library, Suite 212 <http://www1.villanova.edu/villanova/provost/learningsupport.html>

*Provided by Nancy Mott, Ed.D., Director*

The best way to encourage students to discuss disability-related accommodations with you is to include a statement in your course syllabus. Because each disability may require a different approach in providing appropriate academic accommodations the following is a suggested statement that you could reinforce with an announcement at the start of the semester.

***Sample Syllabus Statement Regarding Students with Disabilities:***

Students with disabilities who require reasonable academic accommodations should schedule an appointment with Learning Support Services to discuss specifics. It is the policy of Villanova to make reasonable academic accommodations for qualified individuals with disabilities. Students must present verification and register with Learning Support Services (LSS) by contacting 610-519-5176 or at learning.support.services@villanova.edu

For physical access or temporary disabling conditions, please contact the Office of Disability Services at
610-519-4095 or email stephen.mcwilliams@villanova.edu Registration is needed in order to receive accommodations.

LSS also offers all students a variety of academic support services such as academic coaching, study groups and homework help sessions for selected courses, study skills consultation, and online workshops. Information is available at <http://www1.villanova.edu/villanova/provost/learningsupport.html>

* **Office of Disability Services (ODS) –** Second Floor, Connelly Center<http://www1.villanova.edu/villanova/studentlife/disabilityservices.html>

*Provided by Stephen McWilliams, Director*

***Sample Syllabus Statement Regarding Students with Physical Disabilities:***

The Office of Disability Services (ODS) is the primary office at Villanova University with specialized knowledge and experience in physical disability issues. If you are student living with a disability and you need accommodations for that disability, please register with the ODS. The office is located in the Connelly Center 2nd floor. Upon registration and receipt of proper documentation, the office will facilitate the necessary accommodations.

 **Mathematics Learning Resource Center (MLRC) –** Learning Commons, Falvey Library, Suite 211 <http://www1.villanova.edu/villanova/provost/mlrc.html>

 *Provided by Melissa Ferreira, Director*

The purpose of the MLRC is to provide Villanova students with a place to go and be in a mathematical environment. This environment will enable them to work together on group projects, study independently and get help with their freshman and sophomore level math courses. Students are encouraged to use the MLRC regularly as part of their study process.

***Sample Syllabus Statement Regarding Mathematics Learning Resources:***

The Math Learning Resource Center (MLRC) offers tutoring support for freshman and sophomore level math courses and space to study together on group projects. If you need a refresher on high school level math topics, our staff of Villanova student tutors is here to lend a helping hand. While our most popular service is our free math tutoring, we also offer a math computer lab with math programs, as well as an on-site library to help you study independently and at your own pace.

 **Technology Support Services for Students –** UNIT, Tech Zone, Vasey Hall, First Floor <http://www1.villanova.edu/villanova/unit/studentservices.html>

UNIT provides technology services and solutions as it relates to supporting the technology portfolio of

Villanova students.

***Sample Syllabus Statement Student Technology Support:***

UNIT’s Tech Zone offers a variety of services to Villanova students. For service details, please go to:

<http://www1.villanova.edu/villanova/unit/studentservices/TechZone.html>or contact support@villanova.edu

 **University Counseling Center** – Health Services Building, Room 206 <http://www1.villanova.edu/villanova/studentlife/counselingcenter.html>*Provided by Joan G. Whitney, Ph.D., Psychologist, Executive Director*

The University Counseling Center provides professional counseling to help students function optimally with regard to emotional, academic, social and psychological issues. National surveys reveal that 30% of college students report having felt “so depressed it was difficult to function” at some time during the past year. 20% of college students reported that overwhelming anxiety negatively affected academic performance. 20% of

college students have, at some time in their life, seriously considered suicide, and 4.6% have considered suicide during the past year.

***Sample Syllabus Statement for Counseling Center Services*:**

At times, personal problems, stress, or life circumstances can interfere with your academic functioning. Villanova’s Counseling Center provides a variety of services to support you in your academic work and help you be successful. We encourage you to seek counseling to discuss normal, expected, developmental issues, such

as loneliness, relationships, family concerns, decisions, sadness, anxiety, and confusion. We know that many

students struggle with more challenging conditions that get in the way of health, happiness and academics.

ALL of these conditions are treatable. We strongly encourage you to give counseling a try. There is no risk, as all counseling services are free, and all contacts are confidential.

Appointments can be made by phone at 610-519-4050 or in person at 206 Health Services Building. For more information, visit <http://www1.villanova.edu/villanova/studentlife/counselingcenter.html>

 **Villanova Writing Center –** Learning Commons, Falvey Library, Suite 210  [http://www1.villanova.edu/villanova/provost/writingcenter.html](https://www1.villanova.edu/villanova/artsci/acsp/writingcenter.html) Provided by Mary Beth Simmons, M.F.A., Director

The Villanova Writing Center provides a comfortable atmosphere for students’ one-to-one session with a qualified tutor. Students may bring their paper, assignment, and an open mind and the tutors will do their best to help students improve their writing. Writing consultations are 50-minutes in length.

***Sample Syllabus Statement for Writing Center Services:***

You may come to the Writing Center at any point in your writing process. Bring an outline, rough draft, an assignment, or just your ideas. We’ll work with you from where you are, individually, at your own pace. We look forward to working with you! To make an appointment, either call 610.519.4604 or stop by

210 Falvey Library.