

## 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 (required)  
[www1.villanova.edu/villanova/provost/resources/student/policies/integrity.html](http://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: [www1.villanova.edu/villanova/provost/resources/student/policies/integrity.html](http://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: [library.villanova.edu/help/academicintegrity/](http://library.villanova.edu/help/academicintegrity/)

For suggested statements regarding **A.I. and academic integrity** consult the following resources:

(1) [Guidance on A.I. generators, including sample syllabus statements](#); and (2) [Guidelines for students regarding responsible academic use of A.I. - generated material](#).

- **The Center for Speaking and Presentation** – Falvey Library, Old Falvey 301  
[www1.villanova.edu/villanova/provost/tutoringservices.html](http://www1.villanova.edu/villanova/provost/tutoringservices.html)  
*Provided by Juliana Studer, Associate Director, Tutoring Services*

### Sample Syllabus Statement:

Villanova's Center for Speaking and Presentation provides expert guidance on topics including organizing presentation material, performing as a cohesive group, voice modulation, vocal interruptions, speaking anxiety and more! Walk-ins welcome, or book in advance online: [villanova.mywconline.com](http://villanova.mywconline.com), register for an account and select "Center for Speaking and Presentation". White boxes represent available sessions. Click any white box to book! For information, contact [juliana.studer@villanova.edu](mailto:juliana.studer@villanova.edu) or call 610-519-5862.

- **Affordable Materials Project (AMP)**  
<https://library.villanova.edu/amp/students.html>  
*Provided by the AMP Committee*

### Sample Syllabus Statement:

Villanova University is committed to providing affordable options for students to obtain textbooks and course materials. Here are some tips on how to save money:

1. **Search Falvey Library Collection and course reserves** to see if your books are available.  
<https://library.villanova.edu/Find/>
2. **Borrow from other libraries via E-ZBorrow**  
<https://library.villanova.edu/Find/EZBorrow/Login>
3. **Find deals at the bookstore including rental and price matching programs** [www.villanovabookstore.com](http://www.villanovabookstore.com)

For more tips and information on how to access the options above, please visit Villanova's Affordable Materials Program (AMP) website (<https://library.villanova.edu/amp/students.html>) or search for "AMP," VU homepage.

- **Falvey Memorial Library:** [library.villanova.edu/](http://library.villanova.edu/)  
*Provided by Jutta Seibert, Director of Research Services and Scholarly Engagement*

The Library's website serves as the portal to online and on-campus services and resources. These include [subject librarians](#) for all disciplines, [print and e-books](#), [scholarly journals](#), [research databases](#), digital collections, [subject-specific research guides](#), and interlibrary loans. Librarians provide one-on-one research assistance to the entire Villanova community. Our team of experienced subject specialists can provide guidance at 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, as well as general assistance using library resources. For complex topics we recommend scheduling a research appointment 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.

#### **Sample Syllabus Statement:**

The Library's [website](#) serves as the portal to online and on-campus [services](#) and resources. Students are encouraged to contact the Library's [subject librarians](#) directly via email or phone for research assistance or to schedule a research consultation. Librarians are available Monday to Friday from 9 a.m. to 5 p.m. and offer in person and virtual consultations. Your options include referrals handled by staff at the front desk, the *Ask Us: Live Chat* service on the Library's website, reaching out directly to a librarian with the contact information provided on the Library's subject-specific [research guides](#). You may also submit questions via [email](#).

- **The Learners' Studio** – Learning Commons, Falvey Library, Check in at Falvey 204  
[www1.villanova.edu/villanova/provost/tutoringservices.html](http://www1.villanova.edu/villanova/provost/tutoringservices.html)  
*Provided by Juliana Studer, Associate Director, Tutoring Services*

#### 1. **Sample Syllabus Statement:**

The Learners' Studio (TLS) provides free 1:1 tutoring for undergraduate courses in over 200 subjects including Biology, Chemistry, Computer Science, Engineering, Physics, Mendel Science Experience, Nursing, Romance Languages. From quick homework clarification questions to prep for final exams and anything in between, we can help! Pop in as needed or book a regular weekly session to supercharge your academic success. In-person and online sessions are available.

Visit [villanova.mywonline.com](http://villanova.mywonline.com), register for an account and select "The Learners' Studio & Math Center SP24" from the drop-down menu on the sign-in page. Use the "course code" drop-down menu at the center of the page to locate your course by code (e.g., CSC 1051). This feature will sort the schedule and show you all tutors approved to cover your course. White boxes represent available sessions. Click any white box to book! Don't see your class listed? Request a tutor for a missing subject at: [tutorrequest@villanova.edu](mailto:tutorrequest@villanova.edu) For information, contact [tutoring-coordinator@villanova.edu](mailto:tutoring-coordinator@villanova.edu) or call 610-519-5862.

- **Office of Disability Services (ODS) and Learning Support Services (LSS)**

ODS: Second Floor, Connelly Center

[www1.villanova.edu/university/student-life/ods.html](http://www1.villanova.edu/university/student-life/ods.html)

LSS: Learning Commons, Falvey Library, Suite 212

[www1.villanova.edu/villanova/provost/learningsupport.html](http://www1.villanova.edu/villanova/provost/learningsupport.html)

*Provided by Nicole Subik, M.S. Ed., 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:**

It is the policy of Villanova to make reasonable academic accommodations for qualified individuals with disabilities. All students who need accommodations should go to [Clockwork for Students](#) via [myNOVA](#) to complete the Online Intake or to send accommodation letters to professors. Go to the LSS website -

<http://learningsupportservices.villanova.edu> or the ODS website - [www1.villanova.edu/university/student-life/ods.html](http://www1.villanova.edu/university/student-life/ods.html) for registration guidelines and instructions. If you have any questions please contact LSS at [learning.support.services@villanova.edu](mailto:learning.support.services@villanova.edu) or 610-519-5176, or ODS at [ods@villanova.edu](mailto:ods@villanova.edu) or 610-519-3209.

Learning Support Services (LSS) provides academic coaching for undergraduate, graduate, and continuing education students. One-on-one sessions are available in university-relevant skills such as time management, study strategies, academic reading, test-taking, and test anxiety. Students of all abilities, including successful students who want to enhance their academic skills and students who are struggling, are welcome to use these services. There is no extra charge for these services, and they are open to all Villanova students.

- **The Math Center in the Learners' Studio** – Learning Commons, Falvey Library, Suite 204  
<https://www1.villanova.edu/university/academic-enterprise/student-support/math-center.html>

The purpose of the Math Center 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 Math Center regularly as part of their study process.

**Sample Syllabus Statement:**

The Math Center in the Learners' Studio offers free 1:1 and drop-in math tutoring for undergraduate courses as well as some graduate level courses. Student tutors are here to lend a helping hand from quick homework clarification questions to preparation for final exams and anything in between. If you need a refresher on high school level math topics, the student tutors can help with that as well. Drop by Falvey 204, or book in advance on our scheduling page: [villanova.mywconline.com](http://villanova.mywconline.com). For information, contact [tutoring-coordinator@villanova.edu](mailto:tutoring-coordinator@villanova.edu) or call 610-519-6572.

- **Office of Veterans and Military Service Members** – Vasey Hall, Ground Level  
[www1.villanova.edu/villanova/enroll/veterans-military.html](http://www1.villanova.edu/villanova/enroll/veterans-military.html)  
*Provided by Michael Brown, Director*

Villanova University is dedicated to assisting veterans and their dependents as they reach personal, professional and academic goals. We are committed to guiding each individual from admissions to graduation, and beyond. Intentionality informs everything our office does, meaning that we are focused on assisting those it serves to become the next generation of leaders and problem-solvers given the community's unique passion for service and excellence. The office is located in the Prince Family Veterans Resource Center, on the ground level of Vasey Hall.

- **Technology Support Services for Students** – UNIT, Tech Zone, Falvey Library, Main Floor  
[www1.villanova.edu/villanova/unit/studentservices/TechZone.html](http://www1.villanova.edu/villanova/unit/studentservices/TechZone.html)

UNIT provides technology services and solutions as it relates to supporting the technology portfolio of Villanova students. Stop by for assistance during library hours.

**Sample Syllabus Statement:**

UNIT's Tech Zone offers a variety of services to Villanova students. For service details, please go to: [www1.villanova.edu/villanova/unit/studentservices/TechZone.html](http://www1.villanova.edu/villanova/unit/studentservices/TechZone.html) or contact [support@villanova.edu](mailto:support@villanova.edu)

- **University Counseling Center** – Health Services Building, Room 206  
[www1.villanova.edu/villanova/studentlife/counselingcenter.html](http://www1.villanova.edu/villanova/studentlife/counselingcenter.html)

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:**

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. In addition to calling our Center's phone number, students can fill out an [online form](#) requesting an appointment. Students can submit the form to receive a callback by the next workday to schedule a convenient appointment.

For more information, visit <http://villanova.edu/counselingcenter>

**24/7 Counseling: UWill Mental Health Platform for Villanova Students**

Villanova has partnered with UWill, a leading mental health platform for universities, as an extension of University Counseling Center services available to Villanova students. 24/7 Counseling is free teletherapy counseling. This is a secure and convenient path to clinical services with the advantages that 1) counseling services are offered beyond the usual Counseling Center Hours, including evenings and weekends and 2) appointments are available more quickly than they are at the Counseling Center. Access is quick and easy. First you must [register](#) (hyperlink = <https://app.uwill.com/>) and use your Villanova email. You will receive a link on your email, and you will choose your counselor.

**24/7/365 Crisis Counseling:** AT ANY TIME, whether you are on or off campus, crisis help is available 24/7/365 including during school break. You may reach out by phone to UWill 24/7/365 Crisis Line at 833-646-1526

- **Villanova Writing Center** – Learning Commons, Falvey Library, Suite 210  
<http://www1.villanova.edu/villanova/provost/writingcenter.html>  
*Provided by Mary Beth Simmons, M.F.A., Senior 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:***

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 will 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, stop by 210 Falvey Library, or sign up electronically on WOnline (found on the Writing Center website).



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**VILLANOVA INSTITUTE FOR  
TEACHING AND LEARNING**

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