 [Enter Course Name] Syllabus

# Instructor Contact Information

|  |  |
| --- | --- |
| **Instructor** | First Last |
| **Email** | XXX@Lonestar.Edu |
| **Office Location** | Campus/Building/ Room # |
| **Office Phone** |  |
| **Student Success (Office) Hours** |  |
| **Department/Division Contact** | Please check with your chair or dean for the appropriate information to include here |

# Course Information

|  |  |
| --- | --- |
| **Course Subject & Number** |  |
| **Course Section** |  |
| **Course Title** |  |
| **Credit Hours** |  |
| **Term and Year** |  |
| **Course Location** |  |
| **Course Days and Times** |  |

## Course Overview

**Catalog Description:**

**(Follow the link below. Please delete this text and the link after identifying and embedding the description for your course)**

<http://www.lonestar.edu/catalog>

**Prerequisites:**

**Co-requisites:**

**Student Learning Outcomes:**

**(Follow the link below. Please delete this text and the link after identifying and embedding the outcomes for your course. Outcomes must match online listed learning outcomes.)**

<http://www.lonestar.edu/catalog>

**Core Curriculum Statement:** **Please delete the information below if your class is not listed in the Core.**

This is a class in the Core Curriculum as administered by the Texas Higher Education Coordinating Board.  This course is designed to provide instruction in the following Core Objective(s):

[insert appropriate Core Objective(s) for the course]

Critical Thinking Skills (CT) – creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

Communication Skills (COM) – effective development, interpretation and expression of ideas through written, oral and visual communication.

Empirical & Quantitative Skills (EQS) – manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Teamwork (TW) – ability to consider different points of view and to work effectively with others to support a shared purpose of goal.

Social Responsibility (SR) – intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities.

Personal Responsibility (PR) – ability to connect choices, actions and consequences to ethical decision-making.

## Course Materials

### Required **Text(s) and Materials**

|  |  |
| --- | --- |
| Insert image of textbook here. If there is no textbook or there are additional *required* materials, be sure to list them as well.  *Figure 1: Image depicts front cover of textbook or materials.* | **Textbook Title:** Textbook Title  **Edition #:** #  **Author:** Author  **Publisher:** Publisher  **Year:** ####  **ISBN-13:** ###-#-####-####-#  **Notes:** Delete this if none |

### ****Optional Text(s) and Materials****

|  |  |
| --- | --- |
| Insert image of textbook here. If there is no textbook or there are additional *required* materials, be sure to list them as well.  *Figure 2: Image depicts front cover of textbook or materials.* | **Textbook Title:** Textbook Title  **Edition #:** #  **Author:** Author  **Publisher:** Publisher  **Year:** ####  **ISBN-13:** ###-#-####-####-#  **Notes:** Delete this if none |

### Technology Requirements

In our efforts to prepare students for a changing world, students may be expected to utilize computer technology while enrolled in classes, certificate, and/or degree programs within Lone Star College. The specific requirements for this course are listed below:

**(Please delete the example below and list your specific requirements here):**

**Example: Webcam and microphone for virtual class, Online quizzes, proctoring services, online assignment submissions, Microsoft Word document submissions, discussion boards, , etc.**

## Important Course Dates

|  |  |
| --- | --- |
| **Course Start** |  |
| **Course End** |  |
| **Course Length** | 16/14/12/10/8 week |
| **Official Day of Record (ODR)** |  |
| **Midpoint Day of Record (MDR)** |  |
| **Withdrawal “W” Deadline** |  |
| **Final Exam or Final Project Date** | <http://www.lonestar.edu/examschedule.htm> |
| **College Closures (Holidays)** |  |

# Grade Determination

## Course Assessments

Your grade will be determined by the following course requirements: **Provide a brief description of each major course requirement, including each major assignment and examination. Update the table accordingly.**

* **Exams:**
* **Quizzes:**
* **Essays:**
* **Discussions:**
* **Final Exam:**

| **Course Assessment** | **Details** | **Points**  (if applicable) | **Percent of Final Average** |
| --- | --- | --- | --- |
| **Exams** | There are 4 exams worth 100 points each |  |  |
| **Quizzes** |  |  |  |
| **Essays** |  |  |  |
| **Discussions** | There are 6 chapter discussions worth 10 points each |  |  |
| **Final Exam** |  |  |  |
|  |  |  |  |
| Total: | |  | 100% |

See the [Tentative Course Schedule](#_Tentative_Course_Schedule) for course assignments and due dates

## Final Letter Grade

Final course grades will be awarded using the chart provided below.

| **Letter Grade** | **Final Average in Percent OR**  **Final Total Point Count** |
| --- | --- |
| A |  |
| B |  |
| C |  |
| D |  |
| F |  |

# Instructor & Course Policies

**(Provide detailed course policies in this section. Add or remove topics as applicable to your course)**

Students are responsible for knowing and following the guidelines and policies for this course.

## Attendance

**(A course-specific attendance policy incorporating Academically Related Activities is required. See below)**

**Federal Legislation requires Lone Star College to verify attendance for students who receive financial aid each semester. If you are receiving financial aid, you must participate in an academically related activity in each course by Official Day of Record (ODR) of the enrolled semester.**

### Non-Attendance Drop (NA)

If you do not attend class or participate in an academically related activity by the Official Day of Record (ODR), you will be dropped from your course and may lose financial eligibility for the semester. Any financial aid funds disbursed to you or your account must be returned to the U.S. Department of Education.

### Academically Related Activities (FSA HB Sept.2019)

Academically related activities include, but are not limited to, physically attending a class where there is an opportunity for direct interaction between the instructor and students; initiating contact with a faculty member to ask a question about the academic subject studied in the course; participating in an online discussion about academic matters; submitting an academic assignment; taking an exam, an interactive tutorial or computer-assisted instruction; or attending a study group that is assigned by the school.

Academically related activities do **NOT** include activities where a student may be present, but not academically engaged, such as logging into an online class without active participation, participating in academic counseling or advisement, living in institutional housing, or participating in the school’s meal plan.

In a distance education context, logging into an online class is not sufficient by itself to demonstrate academic attendance by the student. A student must participate in class or otherwise be engaged in an academically related activity, such as but not limited to, contributing to an online discussion or contacting a faculty member to ask a course-related question via approved communication channels. Completion of an online orientation or syllabus quiz constitutes attendance.

### Course Attendance Policy

**(Input specific course attendance policy under this heading.)**

## Communication

**(Input any specific communication and/or netiquette policies under this heading.)**

## Late Work & Make Up Assessments

**(Input any specific late work policies under this heading.)**

## Instructor Policy

**(Add any other specific course policy/topic. Delete heading if not needed.)**

## Syllabus Disclaimer

(Modify as necessary) It is the instructor’s right to modify the course policies and schedule as necessary to meet the course learning outcomes, therefore, this syllabus is subject to change.

# Lone Star College Policies

Students are encouraged to read the [Student Handbook](https://www.lonestar.edu/Student-Handbook.htm) and [LSC Catalog](http://www.lonestar.edu/lscs-catalog.htm) for a comprehensive list of college guidelines, policies, and procedures. Prominent policies and their corresponding links are provided in the table below. The following is a link to all LSC policies listed in the table: <https://www.lonestar.edu/syllabus-policies>.

| Policy | Description & Link |
| --- | --- |
| Academic Integrity & Dishonesty | Lone Star College promotes the importance of personal and academic honesty from its students, instructors, and faculty members as defined in the College’s [Academic Integrity and Dishonesty Policy](https://www.lonestar.edu/instructional-resources.htm). Detailed information for students can be found in the [Academic Integrity brochure](http://www.lonestar.edu/departments/libraries/academic_integrity_brochure.pdf). |
| Student Code of Conduct | Lone Star College students are expected to follow the [Student Code of Conduct](https://www.lonestar.edu/student-responsibilities.htm). Violation of conduct policies can result disciplinary action, up to and including suspension. |
| Course Withdrawal &Six Course Drop Limit | Undergraduate students enrolling as first-time in college students at a public institution of higher education in Texas will be limited to a total of [six dropped courses](https://www.lonestar.edu/course-drops.htm) during their entire undergraduate career. Lone Star College uses the term “withdrawal” to refer to a dropped course. Withdrawals occur between the official day of record (ODR) and the posted withdrawal “W” day for the course. Withdrawing from a course will result in a grade of “W” on the official transcript.  Drops/withdrawals prior to the official date are not considered "dropped" courses and are not posted on the transcript. No credit will be awarded for a course earning a “W.” It is the student’s responsibility to [withdraw](http://www.lonestar.edu/changes-withdrawals.htm) prior to the course’s “W” date. Lack of attendance does not constitute as a withdrawal. |
| Course Evaluation | Course evaluations are the students’ opportunity to provide feedback about their experience in the course. The evaluation questionnaire can be accessed through “Links” under the Student menu in [myLoneStar](https://my.lonestar.edu/). |
| Academic Appeals | An academic appeal is a formal request brought by a student to change a grade or to challenge a penalty imposed for violation of standards of academic integrity. A request to change a grade or to challenge a penalty must be made within twelve months of the action. Detailed information can be found on the College’s  [Academic Complaint and Appeal Process page](http://www.lonestar.edu/academic-appeals.htm). |
| Family Educational Rights and Privacy Act (FERPA) | The Family Educational Rights and Privacy Act ([FERPA](https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)) is a Federal law that protects the privacy of student education records. Under FERPA, records may not be released without consent of the student. Additionally, Lone Star College is permitted to release certain [“directory information”](https://www.lonestar.edu/Student-Information-Public.htm) without student consent. Detailed information and consent form may be found on the [Syllabus Policy page](https://www.lonestar.edu/syllabus-policies#ferpa). |
| Title IX | [Title IX](https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html) is Federal legislation that helps protect individuals from discrimination, including but not limited to, acts of harassment and violence, based on sex in education programs or activities. Lone Star College strives to create and provide a safe and supportive learning environment for all students following the guidelines under Title IX. Detailed information can be found on the College’s [Title IX page](https://www.lonestar.edu/TitleIX.htm). |
| College Safety & Security | Lone Star College is committed to providing a safe environment  in which to learn, study, and work. The [LSC Police Department](https://www.lonestar.edu/campus-police.htm) provides information and resources related to the College’s safety and emergency procedures. |
| Campus Carry | Lone Star College has established rules and regulations regarding enforcement of the Texas “Campus Carry” law. LSC prohibits concealed carry in some areas of LSC campuses, known as exclusion zones. Detailed information can be found on the [LSC Campus Carry page.](https://www.lonestar.edu/campuscarry)  Exclusion Zone Notice: **Required statement for faculty whose offices are designated as exclusion zones (delete the header and statement if it does not apply to you):**  As permitted by LSC regulations, I have designated my assigned faculty office in Room (number) as an exclusion zone where concealed carry is prohibited. In addition to the office hours listed elsewhere in this syllabus, I will hold office hours at (specific place) on (days) from (start time) to (end time). Students are invited to attend whichever office hour location works best for them. I may also be able to meet with students at other places and times if we can agree in advance, but I cannot guarantee that I will be able to accommodate your schedule. |

# Student Support Services

One of our cultural beliefs is [Student Focused](http://www.lonestar.edu/LSCFocus.htm), which means Lone Star College is committed to your success. If you are experiencing challenges achieving your goals academically or personally, please know that Lone Star College has resources to support you. The table below lists the support services available to students. Additional resources may be found on the [Student Resources](https://www.lonestar.edu/students.htm) page.

| Student Service | Description & Link |
| --- | --- |
| Advising & Counseling | Lone Star College provides [Advisors and Counselors](https://www.lonestar.edu/counselor-or-advisor.htm) to support students achieve academic success. |
| Disability Services & Accommodations (ADA) | Disability Services (DS) assists students by determining and recommending appropriate academic support services. A student requesting accommodations for a disability must contact the [Disability Services office](http://www.lonestar.edu/disability-services.htm) to register for services. |
| Library | [LSC Libraries](https://www.lonestar.edu/library/index.htm) support the educational experience by providing a variety of resources, services, and programs. For a full list of services provided by the Library, please visit the [Library Services: Students page](http://www.lonestar.edu/library/services-students.htm). |
| Testing Centers | Lone Star College Testing Centers provide a variety of testing services to students. For more information on Testing Center services and locations, please visit the [Testing Centers](http://www.lonestar.edu/testing-centers.htm) page. |
| Tutoring &Learning Centers | Tutoring and learning support services are available to students throughout the Lone Star College system. Detailed information is provided on the [Tutoring](http://www.lonestar.edu/tutoring.htm) and [Learning Center](http://www.lonestar.edu/learning-centers.htm) pages. |
| Veteran Services | Please visit the [Veteran Services](https://www.lonestar.edu/veterans.htm) page for more information on advising and financial services. |
| More Student Services | For a comprehensive list of services offered by Lone Star College, please visit the main [Student Services](http://www.lonestar.edu/students.htm) page. |

# Tentative Course Schedule

The table below includes an outline of course topics, activities, assignments, and due dates.

| Week | Topics & Activities | Assignments | Due Date |
| --- | --- | --- | --- |
| 1 | Introduction  Ch. 1 Topic |  |  |
| Aug - Aug | Review orientation module | Discussion 1: Introduction | Aug |
|  | Read Ch. 1 in *Textbook* | Ch. 1 Quiz | Aug |
|  |  |  |  |
| 2 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 3 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 4 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 5 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 6 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 7 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 8 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 9 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 10 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 11 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 12 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 13 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 14 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 15 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 16 |  |  |  |
|  |  |  |  |
|  |  |  |  |