

LAMAR STATE COLLEGE ORANGE

Name of Department

Name of Division

Syllabus for

Online Rubric, Number, and Title of Course

Semester Year

Instructor:

Office Location:

Office Hours:

Virtual Hours:

Office Phone:

Email Address:

Course Description: (Include catalog description as well as any other pertinent information.)

Pre-requisites/Co-requisites:

Required Textbook & Materials:

Credit Transfer: It is recommended for students to check in advance with the institution they plan to transfer credit. (If an academic course, note that state rules require that the course be transferable to any state institution.)

Student Learning Outcomes: Upon successful completion of this course, students will: (List the Learning Outcomes from the ACGM/WECM for this course plus any additional outcomes the department wants to add.)

Student Learning Outcomes: Course- and Program-Level	Course Activities and Associated Unit-Level Student Learning Outcomes:
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

General Education Outcomes: Upon completion of the course, the successful student will be able to demonstrate proficiency in the following competencies and mastery of the associated learning outcomes at a level consistent with the achievement and performance expected for college students:

Core Objectives	Associated Class Activities	Associated Measures
<i>Critical Thinking Skills:</i> Creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.	<i>Activities:</i>	<i>Measures:</i>
<i>Communication Skills:</i> Effective development, interpretation and expression of ideas through written, oral and visual communication.	<i>Activities:</i>	<i>Measures:</i>
<i>Empirical and Quantitative Skills:</i> Manipulation and analysis of numerical data or observable facts resulting in informed conclusions.	<i>Activities:</i>	<i>Measures:</i>
<i>Teamwork:</i> Ability to consider different points of view and to work effectively with others to support a shared purpose or goal.	<i>Activities:</i>	<i>Measures:</i>
<i>Social Responsibility:</i> Intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.	<i>Activities:</i>	<i>Measures:</i>
<i>Personal Responsibility:</i> Ability to connect choices, actions and consequences to ethical decision-making.	<i>Activities:</i>	<i>Measures:</i>

Campus Closure: In the event of an emergency campus closure in excess of four days, Lamar State College Orange's classes will continue via the use of Blackboard. In such an instance, the college website, www.lSCO.edu, will have information concerning the event.

Evaluation Method: (Identify the final grading scale. Include value for each exam, quiz, work assignment, or paper.)

A = 90 - 100%
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = below 60

Procedure for Review of Test Grades: (*This is optional.* Example: If the student has an issue about his/her grade, the instructor must be contacted no later than three (3) days after receiving the grade.)

Classroom Policies:

- **Communication:** The most common form of communication will be the Blackboard email system. The instructor will respond to emails within 24 hours (excluding weekends and holidays). Under special circumstances (instructor absence), you will be notified of potential delays.
- **Attendance:** Weekly participation and engagement in the course is important for student success. Students are expected to spend three hours a week reviewing course work and additional hours completing the assignments. Assignments should be completed by the due date. Students should also refer to the instructor's attendance policy for additional information. (*See LSCO Student Handbook, Class Attendance.*)
- **Make-up Policy:** (Include examinations – class work.)
- **Exam Policy:** (*This is optional.* Include information on proctored exams and information on testing center, if required.)
- **Classroom Etiquette:** Since face-to-face meetings in the classroom are replaced by online meetings through any or all of the following methods: discussion boards, emails, and chat, students are expected to follow the rules of netiquette in these forums.

Drops and Withdrawals: (List the drop/withdrawal dates that can be found in the Academic Calendar.)

Never attending or ceasing to attend classes DOES NOT constitute a drop or withdrawal. You remain registered until you file a Drop/Withdrawal Form at the Admission and Records Office by the appropriate deadlines. Failure to act in a timely manner will result in an "F" grade for the

course. It is the student's responsibility to turn in all Drop/Withdrawal Forms and follow up to ensure that they were processed as desired.

Instructor Initiated Drop: When absences, other than approved absences, interfere with the student's performance, the instructor may recommend to the division director that the student be dropped from the course. If this action is taken after the first six weeks of the semester, a grade of "F" may be recorded for the course. In the case of an instructor initiated drop, the advising office will be notified. In the event the student has accumulated six (6) drops, and the drop is not eligible for an exemption to the rule, the instructor will not be able to drop the student. In this instance the student will have to receive the grade they have earned. (See *LSCO Catalog, Academic Policies and Procedures, Six Drop Rule*)

Incomplete: The grade of "I" may be given when any requirement of the course, including the final examination, is not completed. Students seeking an incomplete should have completed 75% of the course requirements and be passing the course at the time of the request. Arrangements to complete deficiencies in a course should be made with the instructor. The instructor will obtain the incomplete form from his/her division dean and facilitate the process. Incomplete work must be finished during the next long semester. If not, the Office of Admission and Records must change the "I" grade to the grade of "F." The course must then be repeated if credit is desired.

An "I" grade also automatically becomes an "F" if the student registers for the course prior to removing the deficiencies and receiving a grade change. The instructor may record the grade of "F" for a student who is absent from the final examination and is not passing the course.

Academic Honesty: Faculty who suspect violation of academic honesty, cheating, plagiarism, collusion, or abuse of resource materials may assign an academic penalty. Students must be notified of their right to appeal before the academic penalty is imposed. The Vice President for Academic Affairs has final authority in cases where a student appeals an academic penalty due to academic honesty.

After completion of the academic process, the Vice President for Academic Affairs who makes final disposition of the case may refer the matter to the Vice President for Student Services for any additional discipline that may be appropriate.

Students subject to penalty due to academic honesty have the right to appeal to the division director and eventually to the Vice President for Academic Affairs before imposition of the penalty. (See *LSCO Student Handbook, Academic Integrity*)

Student with Disabilities: A request for special accommodations must be made through the ADA Counselor and the appropriate form submitted to the instructor two weeks in advance of need.

Policies and Procedures: LSCO adheres to the policies and procedures established in the *Texas Education Code, Texas State University System Rules and Regulations, LSCO Faculty Handbook, LSCO Student Handbook, and LSCO Catalog.*

Syllabus Content: The instructor reserves the right to make changes to this syllabus, if deemed necessary. All changes will be provided to the students orally or in writing before the implementation of the change.

Class Schedule: (With due dates)