# Course Prefix & Number: Course Name

**Faculty:** Name

**Email:** @lcsc.edu

**Telephone:** 208-792-

**Office Location:** Building and #

**Office Hours:** time

**Semester and Year:** Su/Fa/Sp ####

**Course Location:** Building & #

**Course Meeting Times:** am/pm

**Credit Hours, Section:** # of Credits

**Delivery Mode:** Online/Hybrid/Lecture

## General Education

If GenEd, list *Example* “General Education Competency Area: Mathematical Ways of Knowing” Otherwise, delete this area

## Course Description

Copy from course catalog

## Pre-requisite / Co-requisite

List requirements

## Course Learning Outcomes

Upon successful completion of this course, student should be able to demonstrate the following competencies: (example Mathematics; use measurable terms)

1. List objectives

## Required Text/Materials

List textbooks, supplemental, etc

## Communication Policy

Provide information about the best way and times to contact the instructor, and the expected turn-around time for responses. Ex “Email is the best way to reach me. I will reply to emails within 24 hours M-Th, and by the end of Monday for emails received Fri-Sun.”

## Grades

### Grading Policy/Evaluation

Specific breakdown of your grading scale; include grade categories (Exams, Projects, Discussions, etc.) Please include whether assignments will be weighted or total points. Discuss all rules and policies related to course grading (Late material, make-ups, incompletes, etc.)

### Assignment and Grading Feedback

Grading feedback will be completed in (insert time frame) after the assignment due date. If it is determined that grading will take longer than (insert time frame) the instructor will provide timeframe to students via class or Canvas.

### Grading Scale

LC State uses the +/- system. [The LCSC Registrar website](http://catalog.lcsc.edu/student-affairs/registrar-records/#gradingtext) offers information about grading (Full URL: http://catalog.lcsc.edu/student-affairs/registrar-records/#gradingtext).

| Letter | Percentage |
| --- | --- |
| A | 100 – 93 |
| A- | 92.99 – 90 |
| B+ | 89.99 – 87 |
| B | 86.99 – 83 |
| B- | 82.99 – 80  |
| C+ | 79.99 – 77  |
| C | 76.99 – 73  |
| C- | 72.99 – 70  |
| D+ | 69.99 – 67  |
| D | 66.99 – 60  |
| F | Below 60 |

## Course Assignments

List assignments/details here

## Course Schedule

Recommended that course be listed by dates or weeks for clarity

Week 1 or Month/Day:

Week 2 or Month/Day:

\*The instructor reserves the right to make changes to the course schedule, as needed, to accommodate situations that may arise throughout the semester. Notice shall be given (in-class, on Canvas, etc) as soon as any changes need to be made.

## Shared College Information

The following addendum material is updated regularly and available on the [Academic Affairs, Information for Faculty](https://www.lcsc.edu/academic-affairs/information-for-faculty) webpage (Full URL: https://www.lcsc.edu/academic-affairs/information-for-faculty).

### Consumer Information

The Higher Education Act of 1965 (amended in 1988 and 2008) requires all post-secondary institutions offering federal financial aid programs to provide key data to both prospective and current students. To comply with this requirement, LC State has developed a [consumer information webpage](https://www.lcsc.edu/consumer-information) (Full URL: https://www.lcsc.edu/consumer-information) for your reference.

### Student Rights and Responsibilities

Students are responsible for knowing their program requirements, course requirements, and other information associated with their enrollment at LC State. Students should review the [LC State General Catalog](http://catalog.lcsc.edu/) (Full URL: http://catalog.lcsc.edu/) and the [LC State Student Handbook](https://www.lcsc.edu/media/13291/lcsc-student-handbook-8923-upload.pdf) (Full URL: https://www.lcsc.edu/media/13291/lcsc-student-handbook-8923-upload.pdf) for more information.

### Academic Freedom

Lewis-Clark State promotes, values, encourages, and creates an environment that adheres to the principle of academic freedom. Deep at the institutional core is the intellectual pursuit of all knowledge and theories, thought, reason, and perspective of truth for all LC State students, faculty, staff, and administrators.

A students’ right to academic freedom and expression are specifically identified in the student handbook, which essentially states concepts expressed in the classroom are for educational purposes, and a student’s adherence to any belief system will not be used as evaluative criteria.

### Disclosures

During this course, if you elect to discuss information with your instructor that you consider to be sensitive or personal in nature, and not to be shared with others, please state this clearly. Your confidentiality in these circumstances will be respected unless upholding that confidentiality could reasonably put you, other students, or other members of the campus community in danger. In those cases, or when faculty are bound by law to report what you have shared, such as incidents involving sexual assault or other violent acts, a report will be submitted to appropriate campus authorities.

### Student Health & Wellness

Students at LC State have access to health services at [Student Health Services](https://www.lcsc.edu/student-health) (Full URL: https://www.lcsc.edu/student-health) and mental health services at the [Student Counseling Center](https://www.lcsc.edu/student-counseling) (Full URL: https://www.lcsc.edu/student-counseling) on campus. In the event of an emergency, please seek medical help, and if necessary, report the incident to LC State Security (208-792-2226). Fieldtrips or other special student activities may also require students to submit a signed participation waiver (forms are obtained from the supporting Division Office).

### Accessibility Accommodations

Students requiring special accommodations or course adaptations due to a permanent or temporary disability and/or health-related issue should contact Accessibility Services (LIB 161, 208-792-2677). Information can also be found on the [Accessibility Services website](https://www.lcsc.edu/accessibility-services) (Full URL: https://www.lcsc.edu/accessibility-services). Official documentation may be required in order to provide an accommodation and/or adaptation.

### Academic Integrity

Academic dishonesty, which includes cheating and plagiarism, is not tolerated at LC State. Individual faculty members will impose their own policies and sanctions regarding academic integrity situations. Students who have been sanctioned for academic dishonesty may be referred to the VP for Student Affairs for official disciplinary action.

### Artificial Intelligence (AI)

*It* is recommended instructors include a statement documenting the AI usage expectations for their course*.* The [Academic Affairs, Information for Faculty website](https://www.lcsc.edu/academic-affairs/information-for-faculty) (Full URL: https://www.lcsc.edu/academic-affairs/information-for-faculty) offers several AI Statements to help instructors relay expectations of how students may use AI for the course.

### Illegal File Sharing

Students using LC State’s computers and/or computer network must comply with the college’s appropriate use policies and are prohibited from illegally downloading or sharing data files of any kind. Specific information about the college’s technology policies and its protocols for combating illegal file sharing is contained in [LC State Policy 1.202 - Appropriate Use Policy for Technology](https://www.lcsc.edu/media/2627/1202-appropriate-use-for-technology-accessible.pdf) (Full URL: https://www.lcsc.edu/media/2627/1202-appropriate-use-for-technology-accessible.pdf).

### Testing Center for In-Person Proctoring (Remove if not needed)

This course has proctored exams. If you are located at the Lewiston Campus, you can take proctored exams at the LC State Testing Center. It is located in the Library Building, Rm 161; call to schedule your exam - 208-792-2100.

If you are located near the Coeur d'Alene Center, you may use the NIC Testing Center. They are located on the second floor of Molstead Library; call to schedule your exam - 208-616-7203. If located at a distance, you can arrange to use an approved proctor at your location. You will need to contact the [LC State Testing Center](https://www.lcsc.edu/testing-center) (Full URL: https://www.lcsc.edu/testing-center) to have a proctor approved and arrange to have test passwords and/or materials sent to your local proctor.